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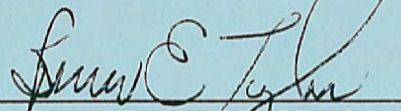
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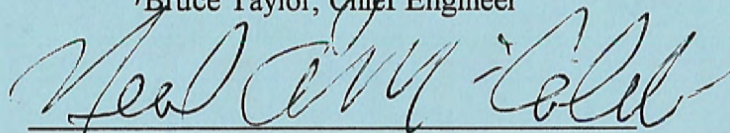
**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURE MANUAL**



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August, 2000

  
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**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**PREFACE**

The **ODOT MAPPING Policy & Procedures Manual** is to be used to develop Computer Aided Drafting and Design (CADD) County and City maps for the Oklahoma Department of Transportation. This document is written for CADD users in a transportation mapping design environment and is to present the direction of map preparation in conjunction with CADD software operating in Windows NT operating system. The Oklahoma Department of Transportation makes no warranty, expressed or implied, as to the documentation, function, compatibility, or performance of the programs described within this document.

# **OKLAHOMA DEPARTMENT OF TRANSPORTATION MAPPING POLICY AND PROCEDURES MANUAL**

## **INTRODUCTION**

### **Purpose**

This manual of CADD mapping policy & procedures sets forth computer aided drafting and design (CADD) policies for Oklahoma Department of Transportation mapping projects.

### **Authority**

The ODOT CADD mapping policy & procedures manual was written by the Mapping section of GIS Management / Planning Division as directed by the Office of the Assistant Director for Preconstruction.

### **General**

This document is intended to be used as a basis for uniform CADD application for transportation mapping design. It is not intended to replace or supersede engineering documents or publications.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Index**

- 100 County Maps
  - 100-1 Format
  - 100-2 Menus and Special Palettes
  - 100-3 Legend and Title Block
  - 100-4 Civil Townships
  - 100-5 Range and Township Numbers
  - 100-6 County Road ID Numbers
  - 100-7 Enlarged Area Insets
  
- 200 City Maps
  - 200-1 Small City Maps
  - 200-2 Large City Maps
  - 200-3 Custom City Maps
  - 200-4 OKC/TUL Metro-Area Maps
  
- 300 Information Sources
  - 300-1 Ground Inventory
  - 300-2 Aerial Inventory
  - 300-3 U.S.G.S. Topographic Maps
  - 300-4 County Base Maps
  - 300-5 Highway Plans
  - 300-6 Additional Sources

## APPENDIX A:

### Printing Specifications

- A1.1 Computer Generated Plots
- A1.2 Camera Reproductions

## APPENDIX B:

### Speciality maps

- B1.1 Open Band
- B1.2 Control Section
- B1.3 Commission District - Maintenance
- B1.4 Election Board Maps
- B1.5 Bridge Clearance Map
- B1.6 Official State Map
- B1.7 Rail Road Map
- B1.8 Historical Maps

## APPENDIX C

### Updates

- C1.1 Census Updates
- C1.2 Construction Updates

## APPENDIX D

### Scanning

- D1.1 Raster file types (Binary & Continuous tone)
- D1.2 Rasters as Geo-reference files

## APPENDIX E

### County & City Levels and Symbology

## APPENDIX F

### County and City Codes and Listings

# County Maps

## Overview

County Maps are updated from new inventories every 7 to 10 years. Each county must be evaluated as to the changes needed and drawn to conform to the new standards of the Intergraph CADD system . These vectorized maps will replace the original manually drafted maps now on file in raster scanned form.

County maps are named and stored by their county number and sheet number as shown in the following example:

c01xx01.dgn = where c01=Adair County, xx = is the divider, and 01 = sheet number.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Subject:** Format

Policy No. 100-1

Page 1 of 1

**Effective Date:** 1 Aug. 2000

---

County maps are positioned on the Oklahoma Plane Coordinate System that aligns all county and city information together on an overall State Base Map. The digital maps eventually will be linked to GIS Management's Road Inventory GIS database. When completed, this will allow the graphic representations to be more information based by cross-referencing known road data, traffic and other data files to the positions of road locations on each map. County maps are actually drawn on the computer to full scale, 1:1, but are formatted for general use on the layout for printing at 1 inch to the mile. Paper copies are also shot at a more convenient half size at approximately ½ inch to the mile. Counties are numbered alphabetically from 1 to 77. Since several counties cover 2 sheets and Osage takes 4 to complete, there are 102 total sheets in a full set of county maps.

The Oklahoma Plane Coordinate System conforms to a 20,000 foot grid that is either in the North or South Projection Zone. The North and South grids overlap several miles in the center of the state where counties and their subsequent USGS Topographic maps cross both projections. Each county is drawn on the projection that best covers its county area. Depending on their shape and size, counties are drawn on either horizontal or vertical layouts. There is also a state base map of the corresponding latitude and longitude lines, as well as an outline map showing the placement of all the 7½ minute topographic maps in Oklahoma. All of these base maps are used as reference files to warp scanned copies of the 1927 North American Datum or 1983 (corrected NAD) Topographic maps to the county. When conforming to the base map each county has to be drawn at an adjusted active angle to allow the text, symbols and lines to be parallel to the roads and base lines.

The first sheet of each county contains the title block, a county legend, county to state location guide, and a sheet to county location guide, if necessary. Also listed is the date of inventory, date of the original drafting, initials of the draft person and revision information. Along the edges of each county sheet are range and township numbers, county road ID numbers, the 20,000 ft. grid lines and numbers, latitude and longitudes in 15 minute notations, highway destination arrows, adjoining county names and dashed match lines when needed.



**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Subject:** Mapping Menus and Special Palettes

Policy No. 100-2

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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To standardize the drafting of county maps special palettes and custom pull-down menus have been built that employ user commands to replicate map graphics. The special county map menu designed using Microstation's CADD software is called *CoMaps*. Several additional custom palettes have also been created for small and large city maps. The *CoMaps* menu is inserted along the upper right end of the Command Window that contains Microstation's other main pull-down menus.

The custom menus have sub-menus with user commands. *Comaps* submenus are: Roads, Symbols, Linework, Drainage, Text and Tools. Some of these have separate or group palettes that arrow out and open the movable palettes on the design screen. These palettes and menus are used to draw county and other maps and correspond to a mapping cell library that should be attached to the drawing files.

Others groups of special custom graphic palettes are designed as additional line styles. When viewing a county map file on a computer not containing these files the custom line styles and cells will need to be imported and attached separately.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION MAPPING POLICY AND PROCEDURES MANUAL

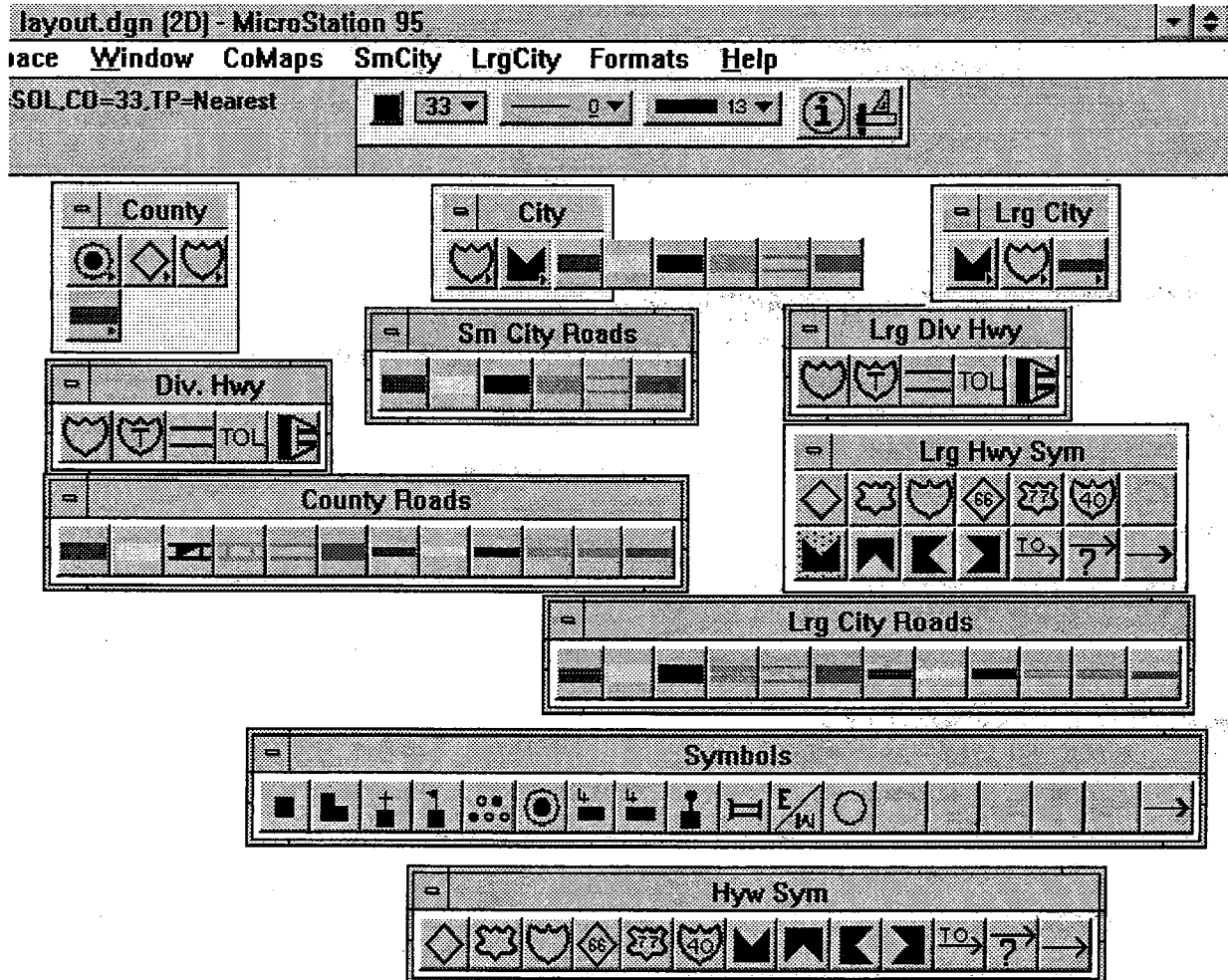
**Subject:** Mapping Menus and Special Palettes (continued)

Policy No. 100-2

Page 1 of 1

**Effective Date:** 1 Aug. 2000

The special user commands are designed so that each graphic element is placed on the appropriate level with the correct line weight, color and size. The buttons on the movable palettes sometimes have arrows in the lower right corners that conceal groups of like symbols or commands. These can be left open on the design screen by dragging off the initial group symbol, if needed. Default settings can be configured so that your design area will always come up with the special palettes you wish to use when starting the program.



**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Subject:** Mapping Menus and Special Palettes (continued)

Policy No. 100-2

Page 1 of 1

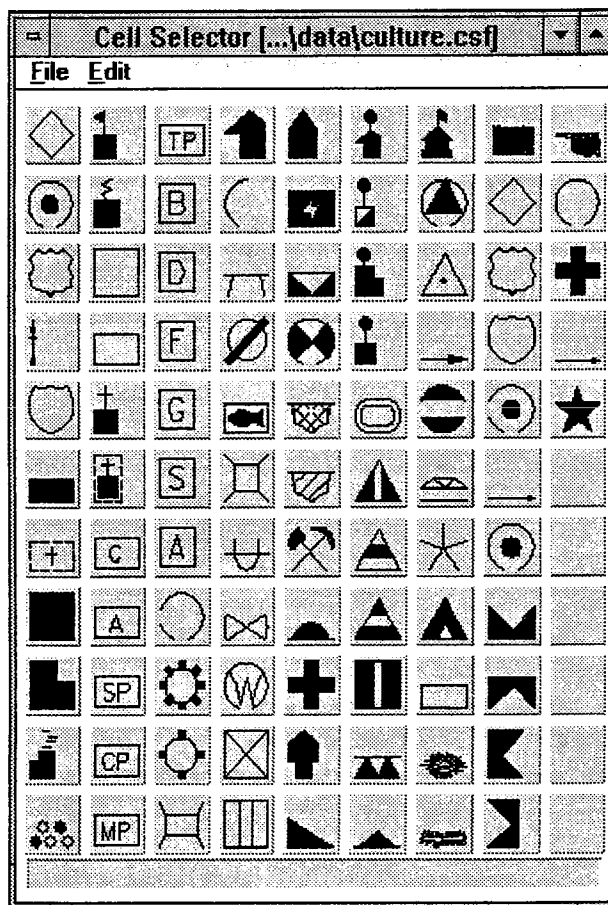
**Effective Date:** 1 Aug. 2000

The entire selection of attached cells can be placed on screen by using the Cell Selector submenu from the Utilities pull-down on Microstation.

This example has symbols removed that are used one time or rarely used. Mostly just those symbols that are used to show culture, and appear in the county map legend, are kept in the Cell Selector so it won't take up too much space on the design screen.

On Microstation, a facilitating Tool Settings palette can be set to come up and will change with each palette user command. This is turned on or off from the Tools pull-down on the Command Window. It can be especially useful for keeping track of your work in progress and adjusting symbols or commands.

The culture symbols, shown here, are mostly only used in drawing county maps, as most culture is not shown on city maps or within the city limits on a county map. Exceptions might be; town centers, airports, schools, hospitals and cemeteries.



The *Comap* submenus for Linework, Text and Tools are not palette menus but set up user commands. They change the tool or desktop settings to allow placement of graphics and text in the proper drawing modes. Each user command has been given very specific settings to make sure all maps consistently conform to their drawing standards. Individual maps at times may require specific changes to address their own problem areas, but all effort is placed on keeping maps as similar in design as possible.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Subject:** Legend and Title Block

Policy No. 100-3

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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The County map legend is placed on the side or bottom of each county and only on sheet 1 of any multiple sheet county. It should be placed close to the Title Block whenever possible. The entire Legend and a Title Block are in the *Comap* Symbol pull-down submenu Border/Legend Symbols. The Title Block should be placed in the right bottom corner. The Legend should be placed above and close to the Title Block when possible. The Legend may have to be separated in equal parts and placed in sections or realigned horizontally along the bottom edge. This will be determined by the area of the county on the sheet. To change cells, their cell status must be dropped. This is always the case with the Title Block once it has been positioned. The county name will have to be Text Edited after dropping its cell properties.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Subject:** Civil Townships

Policy No. 100-4

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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The original Civil Townships that were established at statehood vary in size. The areas are defined using the historical township maps from the Mapping files. The Civil Township names are lettered by spacing each letter apart evenly in the most central and open rural areas of each township. These historical townships are outlined in thick dashed lines when not following roads or other borders. Otherwise they are designated along roads with the letters "T.L." for Township Line.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Subject:** Range and Township Numbers

Policy No. 100-5

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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Civil townships are not to be confused with the 6 mile square townships that define the mile section lines from the original survey. Oklahoma was surveyed beginning in 1870 from an Initial Point. The Initial Point designated as "0,0" lies on the north side of the Arbuckle Mountains west of the Davis exit from I-35 and on the Murray and Garvin County Line. Ranges & Townships begin at the "0,0", which defines the intersection of the principal meridian, a North-South line called the Indian Meridian and an East-West line called simply the Base Line. Range & Township numbers derived from this point are the center points of 6x6 mile square Townships that are numbered into 36 mile sections. Township numbers are for the north or south distance and Range numbers designate the east or west position from the Initial Point. The Panhandle was surveyed separately from an Initial Point starting at its most southwest corner. The Cimarron Base Line is the East-West line numbered only to the East and the Cimarron Meridian is the North-South line numbered only to the North. *Range numbers will be placed on both the north and south borders of a county map. Township numbers will be placed on both the east and west borders of a county map.*

Township mile sections are numbered in a descending pattern starting with number 1 in the northeast going west to the corner and descending from 6 to 7 on the next row and east and back and forth in 6 mile rows to the number 36 in the southeast corner. The 4 corner sections of each 6 square mile Township on a county map should show the section numbers for sections 1, 6, 31 and 36, whenever possible. Where creeks or other features interfere with showing these corner numbers other sections may be shown or in some cases all 36 section numbers may need to be indicated.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Subject:** County Road ID Numbers

Policy No. 100-6

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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Section Line Numbers are also defined by County Road ID Numbers that provide a state-wide numbering system and aid in designating numbers for county roads. The letters "EW" or "NS" plus a three digit number are positioned around the outside borders. These numbers are generally on the east and south sides, every six miles, in line with the township corners, with single number counts in between. Roads that lie directly or very near actual Section Lines are also known by that number.

The letters "N", "E" and "D"(diagonal) plus five digits are designated for county roads that run between Section Lines and are placed inside the actual map area. The fourth number on these represents a tenth of a mile designation, the fifth is for hundredths, between actual Mile Section Line numbers which would be in exact miles with both being just zeros. The letters are chosen to show the prominent direction of the road. These County Road Numbers are used to allow state and county governments full account-ability of county road projects and provide a system to quickly locate these roads. Where State Highways cross county lines they are extended .5 inches and a destination arrow is added to show the next incorporated town.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Subject:** Enlarged Area Insets

Policy No. 100-7

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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When rural communities have houses, roads and buildings that are not easily defined in the one inch per mile scale Enlarged Area Insets are used to fairly represent the culture and development in these areas. The amount of space available around the edges of a county map also determine how much information is placed in an inset. Areas that have at one time been incorporated and have community or place names take priority over other more recent developed areas. To be eligible to be drawn on an enlarged inset the area must have a town center and place name.

Enlarged area insets are outlined on the county with a thin line showing the edges of the area depicted in the inset. Individual insets often have different scales of enlargement depending on the space available and the amount of information being represented. The *Comap* pulldown submenu, Linework, is selected for using Inset Border and Inset Border on Map commands. The Section Number, Range and Township locations are denoted under the name of the place depicted in the enlarged area, as well as its own mileage scale below.



# City Maps

## Overview

City Maps are drafted in one of four categories :

- (1.) *Small City Maps (less than 2,500 pop.)* - drawn using County Map conventions for road band widths.
- (2.) *Large City Maps (2,500-5,000 pop.)* - drawn to accommodate scale, density and detail.
- (3.) *Urban City Maps (5,000-50,000 pop.)* - drawn to accommodate scale, density and detail.
- (4.) *Large Urban City Maps (over 50,000 pop.)* - where adjoining populated areas surrounding Oklahoma City and Tulsa require that they all be drawn to the same scale so that they match each other.

City maps use the same map levels for similar features as the county maps. Different levels apply and are turned on or off accordingly. Cities are enlargements of the city areas shown on the county maps but remain proportionate while often using different line styles and lettering.

City maps are named and stored by their county number, city number and sheet number as shown in the following example:

t041001.dgn = where t04=Beaver County, 10 = is the city number, and 01 = sheet number.  
(See Appendix F for a list of county and city numbers)

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Subject:** Small City Maps (less than 2,500 pop.)

Policy No. 200-1

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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Small city maps are drawn using the comap and small city menus. The city is drawn from the line work which is taken from the roughed-out county map. While in the county drawing, save the file as the city name for the new file, modify the drawing using small city standards. Should a map be too large to be drawn at a reasonable scale (min. 4"), the city should be drawn using the large city menus and formats. Do not use custom city streets on a small city which has not been drawn in large city format. Small cities should be drawn at the scale that best shows the area represented on a 18" x 30" printed format. Horizontal or vertical layouts are selected according to city shape and growth. If a city is obviously growing wider than what it was the last time it was drawn, the direction of the layout and/or the scale may have to be changed to account for the variation in size. Enough area, usually a mile or so, should be allowed around the edges of cities to allow for future growth. The next time the city is drawn, it can then, hopefully, be redrawn without having to rescale and completely redraw the entire map.

If more than one sheet is required a "sheet\_ of sheets" notation and an index showing the different sheet areas needs to be added. Match lines between sheets are also a consideration, in this case, especially when formatting a newly drawn or redrawn city. The scales for most cities should be a number divisible by 4 or 5 and not larger than 12 (4" -5"-10" to 12" = 1 mile) This may vary for small cities within Metro Area Maps or for some Custom Cities.

As is the case for all counties or cities, a supervisor or someone else will check completed cities before they are photo reproduced. Any corrections or changes will be made then and a black and white Mylar copy will be plotted to go to the photo lab.

Small cities are drawn at their final scale. A 100% Positive clear reproduction is shot of the final city map and saved in GIS Management's city map flat files. The Reproduction Department also shoots a micro-film version for their city map file from this photo. They are also scanned and stored on CD-ROM by reproduction. The new digitized version is placed on the computer server's City Map Library of .dgn files.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Subject:** Large City Maps (2,500 - 5000 pop.)

Policy No. 200-2

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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Large cities are defined as those with a population of 2500 to 5000. Large cities have their own road band, lettering and symbol palettes. They are drawn at 2:1 scale. This means they plotted on a larger 36" x 60" format that is shot down to match the 18" x 30" size of the smaller cities when reproduced on the camera. A 50% positive clear and micro-film version are shot and stored. They are also scanned and stored on CD-ROM by reproduction.

Large city maps drawn using large city menus and formats. The city is drawn from the roughed-out county map. While in the county drawing, save the file as the new city name and modify the drawing by using the large city standards and menus. Should the map be too large to fit at a reasonable scale to clearly name all streets, urban city format may be used. Adjoining cities on the same map should show both corporate limits and streets which are within the area of the map. If more than one sheet is required a "sheet\_ of sheets" notation and an index showing the different sheet areas needs to be added. Match lines between sheets are also a consideration, in this case, especially when formatting a newly drawn or redrawn city.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Subject:** Urban City Maps (5,000 - 50,000 pop.)

Policy No. 200-3

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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Urban city maps are drawn the same as large city except interior streets are drawn using line style 100sol. They are drawn at 2:1 scale. This means they are plotted on a larger 36" x 60" format that is shot down to match the 18" x 30" size of the smaller cities when reproduced on the camera. A 50% positive clear and micro-film version are shot and stored. They are also scanned and stored on CD-ROM by reproduction.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Subject:** Large Urban City Maps (Over 50,000 pop.)

Policy No. 200-4  
Page 1 of 1

**Effective Date:** 1 Aug. 2000

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The two largest cities in Oklahoma have grown to include the surrounding areas. Oklahoma City and Tulsa are drawn as Metro Area Maps with single line roads plotted at a scale of 4" to the mile. Oklahoma City has two separate composite maps that include neighboring cities along North-South and East-West directions. These include the adjacent cities that lie along major highway corridors. Tulsa has one composite that includes parts of the neighboring cities.

The Oklahoma City Metro Area has communities that are completely surrounded by its city limits and these areas included within its map. These surrounded cities, however, still have separate city maps drawn and kept in the flat file of incorporated cities.

All of the larger cities that are included in the Metro Area and the Composite maps are drawn at the same scale (4"= mile) so they can be easily attached together to make the long corridor maps or be plotted together where areas often overlap possible highway projects.

The Oklahoma City area now includes:

Norman, Hall Park, Moore, Edmond, Arcadia, Midwest City, Del City, Bethany, Woodlawn Park, Warr Acres, The Village, Nichols Hills, Forest Park, Lake Aluma, Valley Brook, Smith Village, Yukon, Mustang, Choctaw, Nicoma Park, Spencer, Jones and Harrah. The North/South corridor runs from southern Logan County to northern McClain County. The East/West corridor runs from eastern Canadian County to western Lincoln County.

The Tulsa area includes parts of:

Sands Springs, Jenks, Bixby, Broken Arrow, Fair Oaks, and all of Catoosa.

Large urban city maps are drawn the same as large city except interior streets are drawn using line style 100sol and undivided highways are drawn using line style 200sol. In city maps where streets are still too restricted in space to allow complete street names, an index numbering system is often used. The mile sections are designated with numbers from east to west and with letters from north to south. All the streets affected within the same mile section are given consecutive numbers inside parenthesis where the names would be.

The street names are then listed by mile section index numbers and their street numbers along the borders of the city map sheets. This is true for other large cities also when necessary. Some cities or towns may have so few of these that using just consecutive numbers without indexing is a plausible alternative. These maps are taken to reproduction to be shot, microfilmed and scanned onto CD-ROM.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Subject:** Ground Inventory

Policy No. 300-1

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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The Inventory Section of GIS Management works closely with the Mapping Section and provides county folders of recently inventoried counties and cities. The ground field crew drives down every county road and looks for changes that have occurred since the last time the county was inventoried. These folders include :

A previous full size county map marked with changes discovered during the field and aerial inventory. These field maps are color coded by road-surface-types and contain symbols and special coded lettering describing what additions and subtractions were found.

- |           |                   |                |                      |
|-----------|-------------------|----------------|----------------------|
| 0. ORANGE | -(Paved) Concrete | 3. GREEN-      | Grade & Drain        |
| 1. RED    | -(Paved) Asphalt  | 4. GREEN DASH- | Unimproved           |
| 2. BLUE-  | Gravel            | 5. BROWN-      | Deleted/Non-existent |

Other field map markings include new map culture symbols and new names for culture features. Culture symbols in disrepair, condemned or no longer in existence may be marked with an "X", or marked over in brown pencil. Brick streets may also be marked with a series of small "X's".

Incorporated City Maps from the same county are often marked up in a similar manner. Some of these, if located on the border may be in an adjoining county's file folder. Local City Planning Maps from town halls are also included, when available. Sometimes these have additional street names but must be checked with photos and the rest of the inventory since they often contain proposed streets and additions that may have been zoned but not built.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Subject:** Aerial Inventory

Policy No. 300-2

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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Also in the county file is a half size county map guide depicting locations of the latest aerial photos. The actual photos are kept in a separate county photo file. Each photo is given a number showing the date and sequence of the photo coverage. The county map guide shows the photo's number and its center point.

These numbers may also be referred to as a reference on the full size county inventory map. Sometimes a more detailed visualization of major changes can only be realized from the photos, especially when the final construction project differs from the original design plans. Some additional photos are often provided for any recent State Highway Projects which are at or near completion. These photos may be used as a visual reference or scanned and warped to use as reference files when necessary.

Photos are also sometimes marked up on the photo. Only consider these markings when referred to on the full size city or county inventory map. These should be circled in blue on the map.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Subject:** U.S.G.S. Topographic Maps

Policy No. 300-3

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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Topographic Maps provided by the GIS Council on CD-ROM are scanned digital images that are geo-referenced to the base map coordinates used in the mapping and GIS seed files. They are a primary source of map data. These are either on a server as .TIF files or on their appropriate CD-ROM. Some topos which overlap county boundaries may be used in adjoining counties.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION MAPPING POLICY AND PROCEDURES MANUAL

**Subject:** County Base Maps

Policy No. 300-4

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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The Oklahoma Plane Coordinate System conforms to a 20,000 foot grid that is either in the North or South Projection Zone. The North and South grids overlap several miles in the center of the state where counties and their subsequent USGS Topographic maps cross both projections.

When conforming to the base map each county has to be drawn at an adjusted active angle to allow the text, symbols and lines to be parallel to the roads and base lines.

Define Coordinate System

System: Lambert Conformal Conic Parameters...

Geodetic Datum: NAD83 Parameters...

Ellipsoid: GRS83 Parameters...

| Units and Formats | Description | Vertical Datum and Heights | Spherical Model | Greenwich Offset |
|-------------------|-------------|----------------------------|-----------------|------------------|
|-------------------|-------------|----------------------------|-----------------|------------------|

OK Reset Cancel

System Parameters

Longitude of Origin: 98:00:00.000000 d:m:s

Latitude of Origin: 33:20:00.000000 d:m:s

Standard Parallel 1: 34:07:30.000000 d:m:s

Standard Parallel 2: 36:30:00.000000 d:m:s

False Easting: 600000.0000 m

False Northing: 0.0000 m

OK Cancel

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Subject:** Highway Plans

Policy No. 300-5

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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As new alignments and highways are constructed, the Design Divisions will forward the cover sheets to these projects to GIS Management. Keeping a close eye on agenda items being approved by the Transportation Commission can also alert one to the upcoming revisions that affect county and city maps. The Systems section of GIS Management should know what these projects are as they usually record and keep track of approved projects, lettings, reassigned routes and finished constructions.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Subject:** Digital Orthophoto Quarter Quad Aerials

Policy No. 300-6  
Page 1 of 1

**Effective Date:** 1 Aug. 2000

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Digital Orthophoto Aerials are provided by the Oklahoma GIS Council for the entire state. These are a primary source of map data. The DOQ's are digital photo images are geo-referenced to the base map coordinates used in the mapping and GIS seed files. These are on the Image server as .COT's or on the Onenet Internet site for the GIS Council. Some DOQ's which overlap county boundaries may be used in adjoining counties.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
MAPPING POLICY AND PROCEDURES MANUAL**

**Subject:** Additional Sources

Policy No. 300-7

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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Other sources of information that you might want to refer to or have readily available are:

A current version of the Oklahoma Department of Transportation's Official State Map, State Railroad Map and an original copy of your county's Civil Township Map (from Mapping Section's flat files).

A copy of Oklahoma Aeronautics Commission's Airport Directory showing size, status and location of state airports and the latest available Oklahoma Aeronautical Chart.

The Inventory Section's booklet of Control Section Maps is useful for showing routes, known changes and proposed projects. Their Road Inventory Manual shows for field inventory procedures.

The Wildlife Department's "Public Hunting Lands" is available in book form and as CADD files.

The U.S. Department of Interior prints "Decisions on Geographical Names", a booklet updating changes in official names approved by the Federal Government.

In some cases the need arises to personally contact certain City, County or State offices by telephone or through field workers or department channels. Ask your supervisor if a question that may require a long-distance phone call or direct correspondence is necessary before personally making these decisions. A city/county directory of local officials is available through your supervisor.

The most dramatic highway changes on County Maps over a period of six to ten years are in the development of cities, towns and communities. So the logical first step before drafting your county map is to examine city map changes first. City boundaries often change and will affect both county and city map drawings differently.

If topographic maps were recently updated, city streets and other geographic locations are often fairly accurately depicted. These areas when scanned provide a helpful guide for both City and County layouts. New inventoried items will have to be added to the existing streets but the basic street layout will help in the placement of cities on the county format.

The city maps can then be drawn on their city map layers which are separate with their own line styles and formats. Sometimes aerial photographs which are more recent than topos or city planning maps can also be used in this way for small cities, communities or complicated interchanges.

## APPENDIX A: Printing Specifications

### A1.1 Computer Generated Plots

County maps and city maps on the computer are drawn to scale at 5,280 feet to 1 mile. This allows for measurements and engineering applications to be accurate. Specific size formats for flat sheet reproductions, however, are plotted at standardized reasonable sizes for general use.

When plotting use the Fence (Shape) tool to define the plot area.  
Select IPLOT from the Microstation File menu or Windows group.  
Set the Active Angle to that of the county or city drawing.  
Select the que for the plotter.

To make it easier to control these plot standards, special settings are configured when using IPLOT to make sure that the various maps are consistent in format and appearance.

From IPOT File menu select Settings ...  
Go to where your .set files are stored and choose the proper one  
Select Plot from the File menu.

County maps use the IPLOT setting - comap.set  
Half size county maps use the IPLOT setting - half\_co.set.  
City maps use the IPLOT setting - bwcity.set.  
Half size city maps use the IPLOT setting - half\_city.set.

These files contain these standard settings for planning's plotter and workstation setup.

|               |  |
|---------------|--|
| File name     | comap.set  |
| Plotter       | #queue=<pln_hp3c>  |
| Scale         | scale=5280:1   |
| .ctb location | color_table=c:\win32app\ustation\wsmod\planning\tables\bw.ctb    |
| .pen location | pen_table=none   |
|               | half_co.set  |
|               | #queue=<pln_hp3c>  |
|               | scale=10560:1  |
|               | color_table=c:\win32app\ustation\wsmod\planning\tables\bw.ctb    |
|               | pen_table=c:\win32app\ustation\wsmod\planning\tables\halfdot.pen |
|               | bwcity.set   |
|               | #queue=<pln_hp3c>  |
|               | scale=5280:1   |
|               | color_table=c:\win32app\ustation\wsmod\planning\tables\bw.ctb    |
|               | pen_table=c:\win32app\ustation\wsmod\planning\tables\ray.pen     |

```
half_cty.set
#queue=<pln_hp3c>
scale=10560:1
color_table=c:\win32app\ustation\wsmo\planning\tables\bw.ctb
pen_table=c:\win32app\ustation\wsmo\planning\tables\halfcity.pen
```

## **A1.2 Camera Reproductions**

Plots can be printed on paper for checking but are plotted on Mylar for the final corrected version to be sent to Reproduction's camera room. A photo work order is filled out and rubber banded to the plot or plots to be placed in the camera work bin downstairs.

County Maps include :       3 - 100% Positive Clear film  
                                  1 - 49% Positive Clear film  
                                  1 - 49% Negative film

Small City maps include :    1 - 100% Positive Clear film

Large City maps include :    1 - 100% Positive Clear film  
                                  1 - 50% Positive Clear

## **APPENDIX B:**

## **Speciality maps**

### **B1.1 Open Band**

One of the most used maps produced in the Mapping Section is the statewide highway map with an open band for roadways. This map shows the cities, counties and the entire highway system. It is used as a base map for reports, special projects and highway studies. The roadways are often colored or filled with patterns to depict information and areas of interest. It is a simple enough map that it can be reduced and still be legible in most cases.

### **B1.2 Control Section**

The Control Section Map is similar to the open band map but each highway is broken up into numbered sections. This map shows the cities, counties and the entire highway system. The map is essentially derived from the Inventory Section's Oklahoma Highway Data File for department use and Maintenance projects. A Control Section Number is given to road segments that shows the highway number, county number and section number. The road bands are drawn as arrows following the route's direction from origin. For more detail in urban areas and numbers of major interchanges, the Control Section Maps book published by the Inventory Section is available.

### **B1.3 Commission District - Maintenance**

Eight individual maps are also drawn for the eight Commissioner Districts and Maintenance Divisions. These are essentially reformatted open band maps that are used regionally in the Divisions and Districts or as a set for various projects originating at the Central Office.

### **B1.4 Election Board Maps**

After every new U.S. Census the state must sit down and reapportion the election districts in Oklahoma. Two full sets of county maps and some city maps are also kept up to date for the Election Board.

These include: a county set of the State House of Representatives Districts, a county set of the State Senate Districts and a set of major cities with multiple State Senate Districts. Some smaller 8 ½" by 11" depictions of these maps and several statewide maps also show election boundaries and are prepared for printing. These include the U.S. Representatives to Congress of which Oklahoma presently has six and some of Oklahoma's Local Judicial Districts where the density of population is highest.

### **B1.5 Bridge Clearance Map**

A special map is updated periodically to depict the latest figures for bridges, underpasses and overpasses. The Bridge Clearance Map is a two sided color printing that is provided free to the public for the safety of over height loads on Oklahoma's highways.

The front side is a statewide single line highway map with clearance figures for structures crossing the State Highway System. The reverse side has more detail in urban areas and has insets of the major interchanges where structures are most complicated. Divided highways which can have different clearances are listed with separate directional numbers for each structure on either side of the map.

### **B1.6 Official State Map**

Oklahoma is required to publish an updated Official State Highway Map annually. This is the most distributed map that the Department of Transportation publishes. It is a full four-color offset lithographic printing. The map is joint project involving ODOT, the Oklahoma Turnpike Authority and the Oklahoma Tourism and Recreation Department. The Department of Transportation is the main resource of input but accommodates the needs of the other two agencies. Tourism generally provides some artwork and a promotional theme, plus is the major distributor of the map at the Information Welcome Centers. A special section of the map has insets of the state's turnpikes. The front map side and the city insets are being revised in a digital format using CorelDraw. A Microstation version should come later when the conversion technology improves to make it more feasible.

### **B1.7 Rail Road Map**

Another map which is biennially printed in four color offset is the Railroad Map. This is used for industrial and economic development and is distributed by the Railroad Branch of the Intermodal Division. Railroads are predominantly depicted over the primary and secondary highway system. Insets of major cities and junctions are also drawn on the reverse side. Railroad issues and photographic themes are also incorporated into the overall layout.

### **B1.8 Historical Maps**

Since the 1963 Official State Map was printed commemorating the Civil War in the Indian Territory, a special Oklahoma historical Civil War Map has been reprinted when necessary.

Also reprinted from time to time is a 1925 Oklahoma Highway Map. This was the first official map of state highways printed for the public.



## **APPENDIX C**

## **Updates**

### **C1.1 Census Updates**

Every ten years when the new U.S. Census is officially completed all populations on city and county maps are updated to reflect the new figures. The new numbers are also revised on the Official State Map city index.

### **C1.2 Construction Updates**

When highway projects are completed and open to traffic the resulting changes are revised or noted to be revised on all maps affected. This information is provided by the Systems Branch from Transportation Commission Meetings, from Need Study which is always updating their database and checking the construction files and from Design Plan Cover Sheets which are sent to GIS Management periodically. To best draw the new alignments or structures the Survey Division may be able to provide aerial photos if the plan sheets are not accurate enough or if changes have occurred during construction.

Changes will affect these maps in most cases :

General County Maps

City Maps

Control Section Maps

Official State Map

Open Band Map

Commission District Maps

## **APPENDIX D**

### **Scanning**

#### **D1.1 Raster file types (Binary & Continuous tone)**

All the city and county files which were previously hand drawn have been scanned and stored on the mainframe. These are generally scanned using IRAS-B binary software.

Binary scans are essentially result in solid black and white pixels. The contrast level setting chooses whether the scanned area is read as a positive black or a negative white. The resolution settings determines the number of pixels per square inch. IRAS-B files have the .cit extension.

Topographic maps and aerial photos are also scanned as needed for use as reference files. These are generally scanned using IRAS-C continuous tone software. Continuous tone scans allow for several levels of grey and are more sensitive to detail in resolution. IRAS-C files require more storage space as they are much larger than IRAS-B files. IRAS-C files have the .cot extension.

The Eagle scanning setup has initial perimeter files that are saved with the user's log-in name. These allow you to save your settings for scan types that you may want to keep and use again.

#### **D1.2 Rasters as Geo-reference files**

Files that are to be used as reference files will need to be Geo-Referenced to fit the basemap or format area on your workstation. The USGS Topo and Digital Ortho-photo Quarter Quads in IRAS-C have been stored in their proper geo-referenced coordinates in accordance with the standard mapping coordinates.

Check the referenced drawing to the design file and be sure it is what you need before saving. Attach it to the drawing at this time so that it will be loaded onto your work space when opening the drawing.

## **APPENDIX E**

### **County & City Levels and Symbology**

## COUNTY MAPPING MENU

| NAME                                    | Level | Color | Line Style    | Weight |
|---|-------|-------|---------------|--------|
| Trim Line                               | 1     | 1     | 0             | 2      |
| Title Block & Text (CELL)               | 2     |       |               |        |
| Concrete Roads                          | 3     | 3     | 300 Sol       | 3      |
| Paved Roads                             | 4     | 4     | 300 Sol       | 3      |
| Gravel Roads                            | 5     | 5     | Gravel        | 3      |
| Graded & Drained Roads                  | 6     | 6     | Grade & Drain | 3      |
| Unimproved Roads                        | 7     | 7     | 300 Div       | 3      |
| Brick Roads                             | 8     | 8     | 300 Sol       | 3      |
| Interstate Highways                     | 9     | 9     | 360 Div       | 5      |
| Interstate Toll Roads                   | 10    | 10    | 360 Div       | 5      |
| Other Turnpikes                         | 11    | 11    | 360 Div       | 5      |
| Other Divided Highways                  | 12    | 12    | 360 Div       | 5      |
| U.S. Highway Symbols & Numbers(CELL)    | 13    |       |               |        |
| State Highway Symbols & Numbers (CELL)  | 14    |       |               |        |
| Interstate Highway Sym. & Numbers(CELL) | 15    |       |               |        |
| Highway Ramps                           | 16    | 16    | 0             | 4      |
| Railroads                               | 17    | 17    | Railroad      | 3      |
| Drainage, Intermittent Stream           | 18    | 18    | Creek         | 2      |
| Lakes & Narrow Streams                  | 18    | 18    | 0             | 3      |
| Dams & Locks                            | 19    | 19    | 300 Sol       | 3      |
| Fords & Bridges(CELL)                   | 19    |       |               |        |
| Culture & Features(CELL)                | 20    |       |               |        |
| Projected Roads                         | 21    | 21    | Projected     | 3      |
| Primitive Road                          | 21    | 21    | Primitive     | 3      |
| State Lines                             | 22    | 22    | State Line    | 3      |
| County Lines                            | 22    | 22    | County Line   | 9      |

## COUNTY MAPPING MENU

| NAME                            | Level | Color | Line Style    | Weight |
|---------------------------------|-------|-------|---------------|--------|
| Civil Township Lines            | 23    | 23    | Township      | 5      |
| Section Lines                   | 24    | 24    | 0             | 2      |
| County Seat & Town Center(CELL) | 25    |       |               |        |
| Corporate Limits                | 26    | 26    | corplimit     | 2      |
| City Limit Strips               | 26    | 26    | cstrip        | 5      |
| Government Property Lines       | 27    | 27    | 0             | 4      |
| Inset Border (Inside)           | 28    | 28    | Large Inset   | 5      |
| Inset Border (Outside)          | 29    | 29    | Small Inset   | 4      |
| Map Text (Inside)               | 30    | 30    | Large Inset   | 3      |
| Map Text (Outside)              | 31    | 31    | Large Inset   | 5      |
| Destination Arrow(CELL)         | 32    |       |               |        |
| Airports                        | 33    | 33    | 0             | 5      |
| Matchline                       | 34    | 34    | Matchline     | 2      |
| Indian Treaty Line              | 34    | 34    | Indian Treaty | 5      |
| Marsh or Swamp (CELL)           | 35    |       |               |        |
| Grid Lines & Lat/Long Lines     | 36    | 36    | 0             | 3      |
| Available                       | 37    |       |               |        |
| Available                       | 38    |       |               |        |
| Available                       | 39    |       |               |        |
| Available                       | 40    |       |               |        |
| Available                       | 41    |       |               |        |
| Reserved for Large City         | 42    |       |               |        |
| Reserved for Large City         | 43    |       |               |        |
| Reserved for Large City         | 44    |       |               |        |
| Reserved for Large City         | 45    |       |               |        |

## COUNTY MAPPING MENU

| NAME                                 | Level | Color | Line Style | Weight |
|--------------------------------------|-------|-------|------------|--------|
| Reserved for Large City              | 46    |       |            |        |
| Available                            | 47    |       |            |        |
| Available                            | 48    |       |            |        |
| Available                            | 49    |       |            |        |
| Available                            | 50    |       |            |        |
| Available                            | 51    |       |            |        |
| Available                            | 52    |       |            |        |
| Rural Development Concrete Road      | 53    | 53    | 0          | 9      |
| Rural Development Paved Road         | 54    | 54    | 0          | 9      |
| Rural Development Gravel Road        | 55    | 55    | 0          | 9      |
| Rural Development Grade & Drain Road | 56    | 56    | 0          | 9      |
| Rural Development Unimproved Road    | 57    | 57    | 0          | 9      |
| Rural Development Brick Road         | 58    | 58    | 0          | 9      |
| Available                            | 59    |       |            |        |
| New Roads in question                | 60    | 24    | 0          | 9      |
| Private Roads                        | 61    | 97    | 0          | 9      |
| Driveway                             | 62    | 98    | 0          | 9      |
| Gated Community                      | 63    | 99    | 0          | 9      |

## SMALL CITY MAPPING MENU

| NAME                                   | Level | Color | Line Style  | Weight |
|--|-------|-------|-------------|--------|
| Trim Line                              | 1     | 1     | 0           | 3      |
| Title Block & Text (CELL)              | 2     |       |             |        |
| Concrete Roads                         | 3     | 3     | 300 Sol     | 3      |
| Paved Roads                            | 4     | 4     | 300 Sol     | 3      |
| Gravel Roads                           | 5     | 5     | 300 Sol     | 3      |
| Graded & Drained Roads                 | 6     | 6     | 300 Sol     | 3      |
| Unimproved Roads                       | 7     | 7     | 300 Sol     | 3      |
| Brick Roads                            | 8     | 8     | 300 Sol     | 3      |
| Interstate Highways                    | 9     | 9     | 360 Div     | 5      |
| Interstate Toll Roads                  | 10    | 10    | 360 Div     | 5      |
| Other Turnpikes                        | 11    | 11    | 360 Div     | 5      |
| Other Divided Highways                 | 12    | 12    | 360 Div     | 5      |
| U.S. Highway symbols & Numbers(CELL)   | 13    |       |             |        |
| State Highway Symbols & Numbers(CELL)  | 14    |       |             |        |
| Interstate Highway Sym & Numbers(CELL) | 15    |       |             |        |
| Highway Ramps                          | 16    | 16    | 0           | 4      |
| Railroads                              | 17    | 17    | Railroads   | 3      |
| Drainage, Intermittent Stream          | 18    | 18    | Creek       | 2      |
| Lakes & Narrow Streams                 | 18    | 18    | 0           | 3      |
| Fords & Bridges(CELL)                  | 19    |       |             |        |
| State Lines                            | 22    | 22    | state line  | 3      |
| County Lines                           | 23    | 23    | county line | 9      |
| Section Lines                          | 24    | 24    | 0           | 2      |
| County Seat & Town Center(CELL)        | 25    |       |             |        |
| City Limits                            | 26    | 26    | ctylimit    | 23     |
| Government Property Line               | 27    | 27    | 0           | 4      |

| Airports                               | 33    | 33    | 0           | 5      |
|--|-------|-------|-------------|--------|
| <b>LARGE CITY MAPPING MENU</b>         |       |       |             |        |
| NAME                                   | Level | Color | Line Style  | Weight |
| Trim Line                              | 1     | 1     | Trim Line   | 2      |
| Title Block & Text                     | 2     |       |             |        |
| Concrete Roads                         | 3     | 3     | 300 Sol     | 3      |
| Paved Roads                            | 4     | 4     | 300 Sol     | 3      |
| Gravel Roads                           | 5     | 5     | 300 Sol     | 3      |
| Graded & Drained roads                 | 6     | 6     | 300 Sol     | 3      |
| Unimproved Roads                       | 7     | 7     | 300 Sol     | 3      |
| Brick Roads                            | 8     | 8     | 300 Sol     | 3      |
| Interstate Highways                    | 9     | 9     | 549 Div     | 13     |
| Interstate Toll Roads                  | 10    | 10    | 549 Div     | 13     |
| Other Turnpikes                        | 11    | 11    | 549 Div     | 13     |
| Other Divided Highways                 | 12    | 12    | 549 Div     | 13     |
| U.S. Highway Symbols & Numbers(CELL)   | 13    |       |             |        |
| State Highway Symbols & Numbers(CELL)  | 14    |       |             |        |
| Interstate Highway Sym & numbers(CELL) | 15    |       |             |        |
| Highway Ramps                          | 16    | 16    | 0           | 13     |
| Railroads                              | 17    | 17    | railroad    | 3      |
| Drainage, Intermittent Streams         | 18    | 18    | Creek       | 3      |
| Lakes & Narrow Streams                 | 18    | 18    | 0           | 4      |
| Dams & Locks                           | 19    | 19    | 300 Sol     | 3      |
| Fords & Bridges(CELL)                  | 19    |       |             |        |
| Primitive Roads                        | 20    | 20    | Primitive   | 3      |
| State Lines                            | 22    | 22    | STATE LINE  | 3      |
| County Lines                           | 22    | 22    | County Line | 9      |
| Section Lines                          | 24    | 24    | 0           | 3      |

|                                 |              |              |                   |               |
|---------------------------------|--------------|--------------|-------------------|---------------|
| County Seat & Town Center(CELL) | 25           |              |                   |               |
| City Limit Strips               | 26           | 26           | cstrip            | 13            |
| <b>LARGE CITY MAPPING MENU</b>  |              |              |                   |               |
| <b>NAME</b>                     | <b>Level</b> | <b>Color</b> | <b>Line Style</b> | <b>Weight</b> |
| Corporate Limits                | 26           | 26           | ctylimit          | 23            |
| Government Property Lines       | 27           | 27           | 0                 | 4             |
| Map Text(Inside)                | 30           | 30           |                   |               |
| Map Text(Outside)               | 31           | 31           |                   |               |
| Destination Arrow(CELL)         | 33           |              |                   |               |
| Airports                        | 33           | 33           | 0                 | 13            |
| Custom Concrete Roads           | 42           | 42           | 100 Sol           | 3             |
| Custom Paved Roads              | 43           | 43           | 100 Sol           | 3             |
| Custom Gravel Roads             | 44           | 44           | 100 Sol           | 3             |
| Custom Grade & Drain Roads      | 45           | 45           | 100 Sol           | 3             |
| Custom Brick Roads              | 46           | 46           | 100 Sol           | 3             |
| New Roads in Question           | 60           | 24           | 0                 | 3             |
| Private Roads                   | 61           | 97           | 0                 | 3             |
| Driveway                        | 62           | 98           | 0                 | 3             |
| Gated Community                 | 63           | 99           | 0                 | 3             |



## CORPORATE CITIES BY COUNTY

| County Name<br>(1990 POP.) | County<br>Num. | Main<br>Div. | Census<br>Code | City<br>Name | City<br>Num. | 1990<br>Pop. | City<br>Node # | Pop.<br>Code |
|----------------------------|----------------|--------------|----------------|--------------|--------------|--------------|----------------|--------------|
| ADAIR<br>(18421)           | 01             | 1            | 2305           | STILWELL     | 05           | 2663         | 3002           | 1            |
|                            |                |              | 2585           | WATTS        | 10           | 303          | 4272           | 0            |
|                            |                |              | 2640           | WESTVILLE    | 15           | 1374         | 4273           | 0            |
| ALFALFA<br>(6416)          | 02             | 6            | 0050           | ALINE        | 05           | 295          | 3016           | 0            |
|                            |                |              | 0075           | AMORITA      | 10           | 56           | 4275           | 0            |
|                            |                |              | 0320           | BURLINGTON   | 15           | 169          | 4276           | 0            |
|                            |                |              | 0340           | BYRON        | 20           | 57           | 4274           | 0            |
|                            |                |              | 0405           | CARMEN       | 25           | 59           | 4278           | 0            |
|                            |                |              | 0475           | CHEROKEE     | 30           | 1787         | 3007           | 0            |
|                            |                |              | 0960           | GOLTRY       | 35           | 297          | 4279           | 0            |
|                            |                |              | 1100           | HELENA       | 40           | 1043         | 4280           | 0            |
|                            |                |              | 1250           | JET          | 50           | 272          | 3010           | 0            |
| 1380                       | LAMBERT        | 55           | 11             | 0000         | 0            |              |                |              |
| ATOKA<br>(12778)           | 03             | 2            | 0125           | ATOKA        | 05           | 3298         | 3021           | 2            |
|                            |                |              | 0385           | CANEY        | 10           | 184          | 0000           | 0            |
|                            |                |              | 2325           | STRINGTOWN   | 15           | 366          | 4282           | 0            |
|                            |                |              | 2473           | TUSHKA       | 25           | 256          | 4283           | 0            |
| BEAVER<br>(6023)           | 04             | 6            | 0150           | BEAVER       | 05           | 1584         | 4229           | 0            |
|                            |                |              | 0855           | FORGAN       | 10           | 489          | 4284           | 0            |
|                            |                |              | 0925           | GATE         | 15           | 159          | 4285           | 0            |
|                            |                |              | 1345           | KNOWLES      | 20           | 18           | 4286           | 0            |
| BECKHAM<br>(18812)         | 05             | 5            | 0420           | CARTER       | 05           | 286          | 3052           | 0            |
|                            |                |              | 0770           | ELK CITY     | 10           | 10428        | 3046           | 4            |
|                            |                |              | 0795           | ERICK        | 15           | 1083         | 3040           | 0            |
|                            |                |              | 2150           | SAYRE        | 20           | 2881         | 4231           | 1            |
|                            |                |              | 2420           | TEXOLA       | 25           | 45           | 0000           | 0            |
| BLAINE<br>(11470)          | 06             | 5            | 0390           | CANTON       | 05           | 632          | 3068           | 0            |
|                            |                |              | 1010           | GREENFIELD   | 15           | 200          | 3216           | 0            |
|                            |                |              | 1140           | HITCHCOCK    | 20           | 139          | 0000           | 0            |
|                            |                |              | 1460           | LONGDALE     | 25           | 281          | 3227           | 0            |
|                            |                |              | 1805           | OKEENE       | 30           | 1343         | 4068           | 0            |
|                            |                |              | 2580           | WATONGA      | 35           | 3408         | 4232           | 2            |

## CORPORATE CITIES BY COUNTY

| County Name<br>(1990 POP.) | County<br>Num. | Main<br>Div. | Census<br>Code | City<br>Name       | City<br>Num. | 1990<br>Pop. | City<br>Node # | Pop.<br>Code |
|----------------------------|----------------|--------------|----------------|--------------------|--------------|--------------|----------------|--------------|
|                            |                |              | 0930           | GEARY              | 40           | 1347         | 3247           | 0            |
|                            |                |              | 1200           | HYDRO              | 60           | 977          | 5012           | 0            |
| BRYAN<br>(32089)           | 07             | 2            | 0005           | ACHILLE            | 05           | 490          | 3088           | 0            |
|                            |                |              | 0160           | BENNINGTON         | 10           | 251          | 4008           | 0            |
|                            |                |              | 0230           | BOKCHITO           | 15           | 576          | 3081           | 0            |
|                            |                |              | 0350           | CADDO              | 20           | 918          | 3248           | 0            |
|                            |                |              | 0355           | CALERA             | 25           | 1536         | 4110           | 0            |
|                            |                |              | 0530           | COLBERT            | 30           | 1043         | 4126           | 0            |
|                            |                |              | 0730           | DURANT             | 35           | 12823        | 4194           | 4            |
|                            |                |              | 1103           | HENDRIX            | 37           | 108          | 0000           | 0            |
|                            |                |              | 1275           | KEMP               | 40           | 138          | 0000           | 0            |
|                            |                |              | 1290           | KENEFIC            | 45           | 147          | 3815           | 0            |
|                            |                |              | 1597           | MEAD               | 50           | 109          | 0000           | 0            |
|                            |                |              | 2123           | SAND POINT         | 55           | 179          | 0000           | 0            |
|                            |                |              | 2203           | SILO               | 60           | 249          | 0000           | 0            |
| CADDO<br>(29550)           | 08             | 7            | 0080           | ANADARKO           | 05           | 6586         | 3092           | 3            |
|                            |                |              | 0090           | APACHE             | 10           | 1591         | 4069           | 0            |
|                            |                |              | 0190           | BINGER             | 15           | 724          | 3097           | 0            |
|                            |                |              | 0275           | BRIDGEPORT         | 20           | 137          | 0000           | 0            |
|                            |                |              | 0410           | CARNEGIE           | 25           | 1593         | 5008           | 0            |
|                            |                |              | 0440           | CEMENT             | 30           | 642          | 5009           | 0            |
|                            |                |              | 0625           | CYRIL              | 35           | 1072         | 3094           | 0            |
|                            |                |              | 0740           | EAKLY              | 40           | 277          | 0000           | 0            |
|                            |                |              | 0860           | FT. COBB           | 45           | 663          | 5010           | 0            |
|                            |                |              | 0985           | GRACEMONT          | 50           | 339          | 5011           | 0            |
|                            |                |              | 1135           | HINTON             | 55           | 1233         | 3098           | 0            |
|                            |                |              | 1200           | HYDRO              | 60           | 977          | 5012           | 0            |
|                            |                |              | 1465           | LOOKEBA            | 65           | 141          | 0000           | 0            |
| CANADIAN<br>(74409)        | 09             | 4            | 0360           | CALUMET            | 05           | 560          | 5013           | 0            |
|                            |                |              |                | CANADIAN CLUB CITY | 07           | 1            | 2393           | 0            |
|                            |                |              | 0785           | EL RENO            | 10           | 15414        | 3113           | 4            |
|                            |                |              | 1705           | MUSTANG            | 15           | 10434        | 4296           | 4            |
|                            |                |              | 2485           | UNION CITY         | 25           | 1000         | 3120           | 0            |
|                            |                |              | 2720           | YUKON              | 30           | 20935        | 5014           | 4            |
|                            |                |              | 1795           | OKARCHE            | 35           | 1160         | 2322           | 0            |
|                            |                |              | 0930           | GEARY              | 40           | 1347         | 3247           | 0            |
|                            |                |              | 1925           | PIEDMONT           | 45           | 2522         | 3125           | 1            |
|                            |                |              | 1815           | OKLA. CITY         | 70           | 444719       | 3828           | 7            |

## CORPORATE CITIES BY COUNTY

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|----------------------------|----------------|--------------|----------------|----------------|--------------|--------------|----------------|--------------|
| CARTER<br>(42919)          | 10             | 7            | 0100           | ARDMORE        | 05           | 23079        | 3151           | 4            |
|                            |                |              | 0935           | GENE AUTRY     | 10           | 97           | 5015           | 0            |
|                            |                |              | 1090           | HEALDTON       | 15           | 2872         | 5016           | 1            |
|                            |                |              | 2275           | SPRINGER       | 20           | 485          | 5019           | 0            |
|                            |                |              | 2670           | WILSON         | 25           | 1639         | 3134           | 0            |
|                            |                |              | 1452           | LONE GROVE     | 30           | 4114         | 5017           | 2            |
|                            |                |              | 2393           | TATUMS         | 40           | 176          | 0000           | 0            |
|                            |                |              | 0687           | DICKSON        | 45           | 942          | 3146           | 0            |
|                            |                |              | 2017           | RATLIFF CITY   | 60           | 157          | 5018           | 0            |
| CHEROKEE<br>(34049)        | 11             | 1            | 2370           | TAHLEQUAH      | 15           | 10398        | 4533           | 4            |
|                            |                |              | 1192           | HULBERT        | 25           | 499          | 3159           | 0            |
|                            |                |              |                |                |              |              |                |              |
| CHOCTAW<br>(15302)         | 12             | 2            | 0245           | BOSWELL        | 05           | 643          | 3162           | 0            |
|                            |                |              | 0875           | FT. TOWSON     | 10           | 568          | 5021           | 0            |
|                            |                |              | 1190           | HUGO           | 15           | 5978         | 3166           | 3            |
|                            |                |              | 2148*          | SAWYER         | 17           | 209          | 0000           | 0            |
|                            |                |              | 2235           | SOPER          | 20           | 305          | 5022           | 0            |
|                            |                |              |                |                |              |              |                |              |
| CIMARRON<br>(3301)         | 13             | 6            | 0225           | BOISE CITY     | 05           | 1509         | 3180           | 0            |
|                            |                |              | 1305           | KEYES          | 10           | 454          | 5023           | 0            |
|                            |                |              |                |                |              |              |                |              |
| CLEVELAND<br>(174253)      | 14             | 3            | 1037           | HALL PARK      | 02           | 1090         | 0000           | 0            |
|                            |                |              | 1430           | LEXINGTON      | 05           | 1776         | 3150           | 0            |
|                            |                |              | 1655           | MOORE          | 10           | 40318        | 3197           | 5            |
|                            |                |              | 1750           | NOBLE          | 15           | 4710         | 3225           | 2            |
|                            |                |              | 1755           | NORMAN         | 20           | 80071        | 4222           | 6            |
|                            |                |              | 2212           | SLAUGHTERVILLE | 30           | 1843         | 0000           | 0            |
|                            |                |              | 0799           | ETOWAH         | 35           | 33           | 0000           | 0            |
|                            |                |              | 1815           | OKLA. CITY     | 70           | 444719       | 3828           | 7            |
| COAL<br>(5780)             | 15             | 3            | 0300           | BROMIDE        | 02           | 162          | 4355           | 0            |
|                            |                |              | 0445           | CENTRAHOMA     | 05           | 106          | 0000           | 0            |
|                            |                |              | 0525           | COALGATE       | 10           | 1895         | 3198           | 0            |
|                            |                |              |                |                |              |              |                |              |

## CORPORATE CITIES BY COUNTY

| County Name<br>(1990 POP.) | County<br>Num. | Main<br>Div. | Census<br>Code | City<br>Name  | City<br>Num. | 1990<br>Pop. | City<br>Node # | Pop.<br>Code |
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|                            |                |              | 1415           | LEHIGH        | 15           | 303          | 3226           | 0            |
|                            |                |              | 1915           | PHILLIPS      | 20           | 161          | 3507           | 0            |
|                            |                |              | 2470           | TUPELO        | 25           | 323          | 3661           | 0            |
| COMANCHE<br>(111486)       | 16             | 7            | 0345           | CACHE         | 05           | 2251         | 3206           | 0            |
|                            |                |              | 0460           | CHATTANOOGA   | 10           | 437          | 3669           | 0            |
|                            |                |              | 0765           | ELGIN         | 15           | 975          | 3812           | 0            |
|                            |                |              | 0835           | FAXON         | 20           | 127          | 3817           | 0            |
|                            |                |              | 0840           | FLETCHER      | 25           | 1002         | 3824           | 0            |
|                            |                |              | 0940           | GERONIMO      | 30           | 990          | 3222           | 0            |
|                            |                |              | 1210           | INDIAHOMA     | 35           | 337          | 0000           | 0            |
|                            |                |              | 1405           | LAWTON        | 40           | 80561        | 3217           | 6            |
|                            |                |              | 2285           | STERLING      | 45           | 684          | 3838           | 0            |
|                            |                |              | 1603           | MEDICINE PARK | 50           | 285          | 3232           | 0            |
| COTTON<br>(6651)           | 17             | 7            | 0670           | DEVOL         | 05           | 165          | 3256           | 0            |
|                            |                |              | 2015           | RANDLETT      | 10           | 458          | 3239           | 0            |
|                            |                |              | 2400           | TEMPLE        | 15           | 1223         | 3252           | 0            |
|                            |                |              | 2540           | WALTERS       | 20           | 2519         | 4195           | 1            |
| CRAIG<br>(14104)           | 18             | 8            | 0180           | BIG CABIN     | 05           | 271          | 3873           | 0            |
|                            |                |              | 0220           | BLUE JACKET   | 10           | 175          | 4252           | 0            |
|                            |                |              | 1300           | KETCHUM       | 15           | 263          | 3941           | 0            |
|                            |                |              | 2520           | VINITA        | 20           | 5804         | 3260           | 3            |
|                            |                |              | 2625           | WELCH         | 25           | 499          | 3963           | 0            |
| CREEK<br>(60915)           | 19             | 8            | 0285           | BRISTOW       | 05           | 4062         | 4212           | 2            |
|                            |                |              | 0665           | DEPEW         | 10           | 502          | 0000           | 0            |
|                            |                |              | 0720           | DRUMRIGHT     | 15           | 2799         | 4196           | 1            |
|                            |                |              | 1270           | KELLYVILLE    | 20           | 984          | 3966           | 0            |
|                            |                |              | 1315           | KIEFER        | 25           | 962          | 4108           | 0            |
|                            |                |              | 1540           | MANNFORD      | 30           | 1826         | 4140           | 0            |
|                            |                |              | 1675           | MOUNDS        | 35           | 980          | 4122           | 0            |
|                            |                |              | 1790           | OILTON        | 40           | 1060         | 4133           | 0            |
|                            |                |              | 2135           | SAPULPA       | 45           | 18074        | 4233           | 4            |
|                            |                |              | 2465           | TULSA         | 50           | 367302       | 4088           | 7            |
|                            |                |              | 2215           | SLICK         | 55           | 124          | 4134           | 0            |

## CORPORATE CITIES BY COUNTY

| County Name<br>(1990 POP.) | County<br>Num. | Main<br>Div. | Census<br>Code | City<br>Name      | City<br>Num. | 1990<br>Pop. | City<br>Node # | Pop.<br>Code |
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|                            |                |              | 2180           | SHAMROCK          | 60           | 95           | 4005           | 0            |
|                            |                |              | 1403           | LAWRENCE CREEK    | 65           | 97           | 0000           | 0            |
| <b>CUSTER</b><br>(26897)   | <b>20</b>      | <b>5</b>     | 0095           | ARAPAHO           | 05           | 802          | 4189           | 0            |
|                            |                |              | 0330           | BUTLER            | 10           | 341          | 4135           | 0            |
|                            |                |              | 0520           | CLINTON           | 15           | 9298         | 3294           | 3            |
|                            |                |              | 0620           | CUSTER CITY       | 20           | 443          | 4136           | 0            |
|                            |                |              | 2435           | THOMAS            | 25           | 1246         | 4137           | 0            |
|                            |                |              | 2610           | WEATHERFORD       | 30           | 10124        | 4137           | 4            |
|                            |                |              | 1040           | HAMMON            | 35           | 611          | 2016           | 0            |
| <b>DELAWARE</b><br>(28070) | <b>21</b>      | <b>8</b>     | 0165           | BERNICE           | 05           | 330          | 4193           | 0            |
|                            |                |              | 0535           | COLCORD           | 10           | 628          | 4253           | 0            |
|                            |                |              | 1015           | GROVE             | 15           | 4020         | 3313           | 2            |
|                            |                |              | 1230           | JAY               | 20           | 2220         | 3310           | 0            |
|                            |                |              | 1777           | OAKS              | 25           | 431          | 4268           | 0            |
|                            |                |              | 2638           | W. SILOAM SPRINGS | 30           | 539          | 3306           | 0            |
|                            |                |              | 1257           | KANSAS            | 35           | 556          | 4304           | 0            |
| <b>DEWEY</b><br>(5551)     | <b>22</b>      | <b>5</b>     | 0370           | CAMARGO           | 05           | 185          | 4305           | 0            |
|                            |                |              | 1410           | LEEDY             | 10           | 468          | 4306           | 0            |
|                            |                |              | 1780           | OAKWOOD           | 15           | 107          | 0000           | 0            |
|                            |                |              | 1980           | PUTNAM            | 20           | 44           | 4307           | 0            |
|                            |                |              | 2160           | SEILING           | 25           | 1031         | 4308           | 0            |
|                            |                |              | 2385           | TALOGA            | 30           | 415          | 3327           | 0            |
|                            |                |              | 2515           | VICI              | 35           | 751          | 4309           | 0            |
| <b>ELLIS</b><br>(4497)     | <b>23</b>      | <b>6</b>     | 0110           | ARNETT            | 05           | 547          | 3336           | 0            |
|                            |                |              | 0830           | FARGO             | 10           | 299          | 4310           | 0            |
|                            |                |              | 0905           | GAGE              | 15           | 473          | 3338           | 0            |
|                            |                |              | 2190           | SHATTUCK          | 20           | 1454         | 4311           | 0            |
| <b>GARFIELD</b><br>(56735) | <b>24</b>      | <b>4</b>     | 0270           | BRECKENRIDGE      | 05           | 251          | 0000           | 0            |
|                            |                |              | 0580           | COVINGTON         | 10           | 590          | 4312           | 0            |
|                            |                |              | 0705           | DOUGLAS           | 15           | 55           | 0000           | 0            |
|                            |                |              | 0715           | DRUMMOND          | 20           | 408          | 4313           | 0            |
|                            |                |              | 0790           | ENID              | 25           | 45309        | 4197           | 5            |
|                            |                |              | 0820           | FAIRMONT          | 30           | 129          | 0000           | 0            |

## CORPORATE CITIES BY COUNTY

| County Name<br>(1990 POP.) | County<br>Num. | Main<br>Div. | Census<br>Code | City<br>Name | City<br>Num. | 1990<br>Pop. | City<br>Node # | Pop.<br>Code |
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|                            |                |              | 0915           | GARBER       | 35           | 959          | 4314           | 0            |
|                            |                |              | 1130           | HILLSDALE    | 40           | 96           | 0000           | 0            |
|                            |                |              | 1195           | HUNTER       | 45           | 218          | 0000           | 0            |
|                            |                |              | 1360           | KREMLIN      | 50           | 243          | 0000           | 0            |
|                            |                |              | 1365           | LAHOMA       | 55           | 645          | 4315           | 0            |
|                            |                |              | 1760           | N. ENID      | 60           | 874          | 4316           | 0            |
|                            |                |              | 2590           | WAUKOMIS     | 65           | 1322         | 4317           | 0            |
|                            |                |              | 0417           | CARRIER      | 70           | 171          | 4318           | 0            |
| <b>GARVIN</b><br>(26605)   | <b>25</b>      | <b>3</b>     |                |              |              |              |                |              |
|                            |                |              | 0780           | ELMORE CITY  | 05           | 493          | 4319           | 0            |
|                            |                |              | 1435           | LINDSAY      | 10           | 2947         | 4320           | 1            |
|                            |                |              | 1595           | MAYSVILLE    | 15           | 1203         | 4321           | 0            |
|                            |                |              | 1870           | PAOLI        | 20           | 574          | 3357           | 0            |
|                            |                |              | 1875           | PAULS VALLEY | 25           | 6150         | 3356           | 3            |
|                            |                |              | 2320           | STRATFORD    | 30           | 1404         | 4322           | 0            |
|                            |                |              | 2700           | WYNNEWOOD    | 35           | 2451         | 4323           | 0            |
| <b>GRADY</b><br>(41747)    | <b>26</b>      | <b>7</b>     |                |              |              |              |                |              |
|                            |                |              | 0045           | ALEX         | 07           | 639          | 3389           | 0            |
|                            |                |              | 0255           | BRADLEY      | 10           | 166          | 4324           | 0            |
|                            |                |              | 0485           | CHICKASHA    | 15           | 14988        | 3373           | 4            |
|                            |                |              | 1645           | MINCO        | 20           | 1411         | 3384           | 0            |
|                            |                |              | 2100           | RUSH SPRINGS | 25           | 1229         | 3386           | 0            |
|                            |                |              | 2475           | TUTTLE       | 30           | 2807         | 3391           | 1            |
|                            |                |              | 2505           | VERDEN       | 35           | 546          | 4325           | 0            |
|                            |                |              | 1752           | NORGE        | 40           | 97           | 4326           | 0            |
|                            |                |              | 0067           | AMBER        | 45           | 418          | 4327           | 0            |
|                            |                |              | 0748           | NINNEKAH     | 50           | 1016         | 3380           | 0            |
| <b>GRANT</b><br>(5689)     | <b>27</b>      | <b>4</b>     |                |              |              |              |                |              |
|                            |                |              | 0650           | DEER CREEK   | 05           | 124          | 4328           | 0            |
|                            |                |              | 1235           | JEFFERSON    | 10           | 36           | 4329           | 0            |
|                            |                |              | 1385           | LAMONT       | 15           | 454          | 4330           | 0            |
|                            |                |              | 1525           | MANCHESTER   | 20           | 106          | 4331           | 0            |
|                            |                |              | 1600           | MEDFORD      | 25           | 1172         | 3399           | 0            |
|                            |                |              | 1720           | NASH         | 30           | 281          | 4332           | 0            |
|                            |                |              | 1940           | POND CREEK   | 35           | 982          | 4333           | 0            |
|                            |                |              | 2040           | RENFROW      | 40           | 19           | 4334           | 0            |
|                            |                |              | 2535           | WAKITA       | 45           | 453          | 3404           | 0            |
| <b>GREER</b><br>(6559)     | <b>28</b>      | <b>5</b>     |                |              |              |              |                |              |
|                            |                |              | 1000           | GRANITE      | 10           | 1844         | 3414           | 0            |
|                            |                |              | 1530           | MANGUM       | 15           | 3344         | 3407           | 2            |
|                            |                |              | 2665           | WILLOW       | 20           | 142          | 4336           | 0            |

## CORPORATE CITIES BY COUNTY

| County Name<br>(1990 POP.) | County<br>Num. | Main<br>Div. | Census<br>Code | City<br>Name | City<br>Num. | 1990<br>Pop. | City<br>Node # | Pop.<br>Code |
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| HARMON<br>(3793)           | 29             | 5            | 0980           | GOULD        | 05           | 237          | 4337           | 0            |
|                            |                |              | 1165           | HOLLIS       | 10           | 2584         | 4198           | 1            |
| HARPER<br>(4063)           | 30             | 6            | 0310           | BUFFALO      | 05           | 1312         | 4199           | 0            |
|                            |                |              | 1400           | LAVERNE      | 10           | 1269         | 3434           | 0            |
|                            |                |              | 1590           | MAY          | 15           | 42           | 4338           | 0            |
|                            |                |              | 2095           | ROSSSTON     | 20           | 54           | 4339           | 0            |
| HASKELL<br>(10940)         | 31             | 1            | 1295           | KEOTA        | 05           | 625          | 4340           | 0            |
|                            |                |              | 1335           | KINTA        | 10           | 233          | 4341           | 0            |
|                            |                |              | 1500           | MCCURTAIN    | 15           | 465          | 4342           | 0            |
|                            |                |              | 2295           | STIGLER      | 20           | 2574         | 4200           | 1            |
|                            |                |              | 2390           | TAMAHA       | 25           | 188          | 0000           | 0            |
|                            |                |              | 2653           | WHITEFIELD   | 30           | 253          | 3437           | 0            |
| HUGHES<br>(13023)          | 32             | 3            |                | ATWOOD       | 02           | 0000         | 0              |              |
|                            |                |              | 0365           | CALVIN       | 05           | 251          | 4343           | 0            |
|                            |                |              | 0735           | DUSTIN       | 10           | 429          | 4344           | 0            |
|                            |                |              | 0945           | GERTY        | 15           | 95           | 0000           | 0            |
|                            |                |              | 1160           | HOLDENVILLE  | 20           | 4792         | 3455           | 2            |
|                            |                |              |                | *HORNTOWN    | 22           | 0000         | 0              |              |
|                            |                |              | 1375           | LAMAR        | 25           | 97           | 0000           | 0            |
|                            |                |              |                | SPAULDING    | 27           | 85           | 0000           | 0            |
|                            |                |              | 2340           | STUART       | 30           | 228          | 4345           | 0            |
|                            |                |              | 2645           | WETUMKA      | 35           | 1427         | 3447           | 0            |
|                            |                |              | 0055           | ALLEN        | 40           | 972          | 4469           | 0            |
| 2715                       | YEAGER         | 50           | 40             | 0000         | 0            |              |                |              |
| JACKSON<br>(28764)         | 33             | 5            | 0060           | ALTUS        | 05           | 21910        | 4228           | 4            |
|                            |                |              | 0210           | BLAIR        | 10           | 922          | 4351           | 0            |
|                            |                |              | 0723           | DUKE         | 15           | 360          | 4352           | 0            |
|                            |                |              | 0760           | ELDORADO     | 20           | 573          | 4353           | 0            |
|                            |                |              | 0775           | ELMER        | 25           | 132          | 0000           | 0            |
|                            |                |              | 1085           | HEADRICK     | 30           | 183          | 0000           | 0            |
|                            |                |              | 1580           | MARTHA       | 35           | 217          | 0000           | 0            |
|                            |                |              | 1830           | OLUSTEE      | 40           | 701          | 4354           | 0            |
| JEFFERSON<br>(7010)        | 34             | 7            | 0020           | ADDINGTON    | 05           | 100          | 4347           | 0            |
|                            |                |              | 1075           | HASTINGS     | 10           | 164          | 4348           | 0            |
|                            |                |              | 2055           | RINGLING     | 15           | 1250         | 4349           | 0            |
|                            |                |              | 2105           | RYAN         | 20           | 945          | 3467           | 0            |

## CORPORATE CITIES BY COUNTY

| County Name<br>(1990 POP.) | County<br>Num. | Main<br>Div. | Census<br>Code | City<br>Name | City<br>Num. | 1990<br>Pop. | City<br>Node # | Pop.<br>Code |
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|                            |                |              | 2345           | SUGDEN       | 25           | 65           | 0000           | 0            |
|                            |                |              | 2410           | TERRAL       | 30           | 469          | 4350           | 0            |
|                            |                |              | 2595           | WAURIKA      | 35           | 2088         | 3468           | 0            |
|                            |                |              | 0570           | CORNISH      | 40           | 164          | 3566           | 0            |
| JOHNSTON<br>(10032)        | 35             | 3            | 0300           | BROMIDE      | 05           | 162          | 4355           | 0            |
|                            |                |              | 1545           | MANNSVILLE   | 10           | 396          | 4356           | 0            |
|                            |                |              | 1635           | MILBURN      | 15           | 264          | 4357           | 0            |
|                            |                |              | 1640           | MILL CREEK   | 20           | 336          | 4358           | 0            |
|                            |                |              | 2020           | RAVIA        | 25           | 404          | 3477           | 0            |
|                            |                |              | 2445           | TISHOMINGO   | 30           | 3116         | 3480           | 2            |
|                            |                |              | 2555           | WAPANUCKA    | 35           | 402          | 4359           | 0            |
| KAY<br>(48056)             | 36             | 4            | 0205           | BLACKWELL    | 05           | 7538         | 3499           | 3            |
|                            |                |              | 0265           | BRAMAN       | 10           | 251          | 4360           | 0            |
|                            |                |              | 1265           | KAW CITY     | 15           | 314          | 4361           | 0            |
|                            |                |              | 1320           | KILDARE      | 20           | 94           | 0000           | 0            |
|                            |                |              | 1715           | NARDIN       | 25           | 75           | 0000           | 0            |
|                            |                |              | 1735           | NEWKIRK      | 30           | 2168         | 3497           | 0            |
|                            |                |              | 1935           | PONCA CITY   | 35           | 26359        | 3505           | 5            |
|                            |                |              | 2450           | TONKAWA      | 40           | 3127         | 3498           | 2            |
| KINGFISHER<br>(13212)      | 37             | 4            | 0425           | CASHION      | 05           | 430          | 0000           | 0            |
|                            |                |              | 1105           | HENNESSEY    | 10           | 1902         | 4528           | 0            |
|                            |                |              | 1325           | KINGFISHER   | 15           | 4095         | 4201           | 2            |
|                            |                |              | 1480           | LOYAL        | 20           | 76           | 0000           | 0            |
|                            |                |              | 1795           | OKARCHE      | 35           | 1160         | 2322           | 0            |
|                            |                |              | 0707           | DOVER        | 40           | 376          | 4529           | 0            |
|                            |                |              | 1925           | PIEDMONT     | 45           | 2522         | 3125           | 1            |
| KIOWA<br>(11347)           | 38             | 5            | 0555           | COOPERTON    | 05           | 15           | 4362           | 0            |
|                            |                |              | 0975           | GOTEBO       | 10           | 370          | 4363           | 0            |
|                            |                |              | 1150           | HOBART       | 15           | 4305         | 3532           | 2            |
|                            |                |              | 1455           | LONE WOLF    | 20           | 576          | 4364           | 0            |
|                            |                |              | 1680           | MT. PARK     | 25           | 473          | 4365           | 0            |
|                            |                |              | 1685           | MT. VIEW     | 30           | 1086         | 3525           | 0            |
|                            |                |              | 2085           | ROOSEVELT    | 35           | 323          | 4366           | 0            |
|                            |                |              | 2230           | SNYDER       | 40           | 1619         | 4367           | 0            |
| LATIMER                    | 39             | 2            |                |              |              |              |                |              |



## CORPORATE CITIES BY COUNTY

| County Name<br>(1990 POP.) | County<br>Num. | Main<br>Div. | Census<br>Code | City<br>Name | City<br>Num. | 1990<br>Pop. | City<br>Node # | Pop.<br>Code |
|----------------------------|----------------|--------------|----------------|--------------|--------------|--------------|----------------|--------------|
| (10333)                    |                |              | 2030           | RED OAK      | 05           | 602          | 4260           | 0            |
|                            |                |              | 2655           | WILBURTON    | 10           | 3092         | 3537           | 2            |
|                            |                |              | 2380           | TALIHINA     | 50           | 1297         | 3564           | 0            |
| LEFLORE<br>(43270)         | 40             | 2            | 0105           | ARKOMA       | 05           | 2393         | 4265           | 0            |
|                            |                |              | 0235           | BOKOSHE      | 10           | 403          | 4368           | 0            |
|                            |                |              | 0375           | CAMERON      | 15           | 327          | 4530           | 0            |
|                            |                |              | 0590           | COWLINGTON   | 20           | 756          | 0000           | 0            |
|                            |                |              | 0827           | FANSHAWE     | 23           | 331          | 4369           | 0            |
|                            |                |              | 1095           | HEAVENER     | 25           | 2601         | 3547           | 1            |
|                            |                |              | 1185           | HOWE         | 30           | 510          | 4370           | 0            |
|                            |                |              | 1413           | LE FLORE     | 32           | 119          | 0000           | 0            |
|                            |                |              | 1865           | PANAMA       | 35           | 1528         | 4371           | 0            |
|                            |                |              | 1933           | POCOLA       | 38           | 3664         | 0000           | 2            |
|                            |                |              | 1955           | POTEAU       | 40           | 7210         | 3565           | 3            |
|                            |                |              | 2175           | SHADY POINT  | 43           | 597          | 0000           | 0            |
|                            |                |              | 2270           | SPIRO        | 45           | 2146         | 4372           | 0            |
|                            |                |              | 2380           | TALIHINA     | 50           | 1297         | 3564           | 0            |
| 2675                       | WISTER         | 55           | 956            | 4373         | 0            |              |                |              |
| LINCOLN<br>(29216)         | 41             | 3            | 0030           | AGRA         | 05           | 334          | 4374           | 0            |
|                            |                |              | 0415           | CARNEY       | 10           | 558          | 4375           | 0            |
|                            |                |              | 0455           | CHANDLER     | 15           | 2596         | 3574           | 1            |
|                            |                |              | 0635           | DAVENPORT    | 20           | 979          | 4376           | 0            |
|                            |                |              | 0825           | FALLIS       | 25           | 49           | 0000           | 0            |
|                            |                |              | 1285           | KENDRICK     | 30           | 171          | 0000           | 0            |
|                            |                |              | 1605           | MEEKER       | 35           | 1003         | 4377           | 0            |
|                            |                |              | 1960           | PRAGUE       | 40           | 2308         | 3779           | 0            |
|                            |                |              | 2250           | SPARKS       | 45           | 202          | 4378           | 0            |
|                            |                |              | 2335           | STROUD       | 50           | 2666         | 4379           | 1            |
|                            |                |              | 2455           | TRYON        | 55           | 514          | 4380           | 0            |
|                            |                |              | 2567           | WARWICK      | 57           | 160          | 4381           | 0            |
|                            |                |              | 2635           | WELLSTON     | 60           | 912          | 4382           | 0            |
| LOGAN<br>(29011)           | 42             | 4            | 0425           | CASHION      | 05           | 430          | 0000           | 0            |
|                            |                |              | 0439           | CEDAR VALLEY | 07           | 61           | 0000           | 0            |
|                            |                |              | 0600           | CRESCENT     | 10           | 1236         | 4384           | 0            |
|                            |                |              | 1020           | GUTHRIE      | 15           | 10518        | 3586           | 4            |
|                            |                |              | 1395           | LANGSTON     | 20           | 1471         | 4250           | 0            |
|                            |                |              | 1575           | MARSHALL     | 30           | 288          | 4297           | 0            |
|                            |                |              | 1615           | MERIDIAN     | 35           | 45           | 0000           | 0            |
|                            |                |              | 1695           | MULHALL      | 40           | 199          | 4385           | 0            |
| 1845                       | ORLANDO        | 45           | 198            | 4386         | 0            |              |                |              |

## CORPORATE CITIES BY COUNTY

| County Name<br>(1990 POP.) | County<br>Num. | Main<br>Div. | Census<br>Code | City<br>Name  | City<br>Num. | 1990<br>Pop. | City<br>Node # | Pop.<br>Code |
|----------------------------|----------------|--------------|----------------|---------------|--------------|--------------|----------------|--------------|
|                            |                |              | 0497           | CIMARRON CITY | 50           | 71           | 0000           | 0            |
|                            |                |              | 0595           | COYLE         | 55           | 289          | 4383           | 0            |
|                            |                |              | 1815           | OKLA. CITY    | 70           | 444719       | 3828           | 7            |
| LOVE<br>(8157)             | 43             | 7            | 1425           | LEON          | 05           | 101          | 4387           | 0            |
|                            |                |              | 1560           | MARIETTA      | 10           | 2306         | 3607           | 0            |
|                            |                |              | 2425           | THACKERVILLE  | 15           | 290          | 3598           | 0            |
| MCCLAIN<br>(22795)         | 44             | 3            | 0215           | BLANCHARD     | 05           | 1922         | 3611           | 0            |
|                            |                |              | 0335           | BYARS         | 10           | 263          | 4388           | 0            |
|                            |                |              | 0537           | COLE          | 11           | 355          | 4389           | 0            |
|                            |                |              | 0685           | DIBBLE        | 12           | 181          | 4390           | 0            |
|                            |                |              | 1975           | PURCELL       | 15           | 4784         | 3619           | 2            |
|                            |                |              | 2090           | ROSEDALE      | 20           | 48           | 4391           | 0            |
|                            |                |              | 2570           | WASHINGTON    | 25           | 279          | 4392           | 0            |
|                            |                |              | 2600           | WAYNE         | 30           | 519          | 3616           | 0            |
|                            |                |              | 1728           | NEW CASTLE    | 35           | 4214         | 4289           | 2            |
|                            |                |              | 0958           | GOLDSBY       | 40           | 816          | 3625           | 0            |
|                            |                |              | 1815           | OKLA. CITY    | 70           | 444719       | 3828           | 7            |
| MCCURTAIN<br>(33433)       | 45             | 2            | 0295           | BROKEN BOW    | 05           | 3961         | 4393           | 2            |
|                            |                |              | 0920           | GARVIN        | 10           | 128          | 4394           | 0            |
|                            |                |              | 1062           | HARRIS        | 13           | 192          | 0000           | 0            |
|                            |                |              | 1080           | HAWORTH       | 15           | 293          | 4395           | 0            |
|                            |                |              | 1205           | IDABEL        | 20           | 6957         | 3647           | 3            |
|                            |                |              | 2225           | SMITHVILLE    | 22           | 111          | 4396           | 0            |
|                            |                |              | 2495           | VALLIANT      | 25           | 873          | 3642           | 0            |
|                            |                |              | 2689           | WRIGHT CITY   | 50           | 836          | 4397           | 0            |
|                            |                |              | 1642           | MILLERTON     | 55           | 234          | 0000           | 0            |
| MCINTOSH<br>(16779)        | 46             | 1            | 0465           | CHECOTAH      | 05           | 3290         | 4398           | 2            |
|                            |                |              | 0800           | EUFAULA       | 10           | 2652         | 3665           | 1            |
|                            |                |              | 1045           | HANNA         | 15           | 99           | 4399           | 0            |
|                            |                |              | 1145           | HITCHITA      | 20           | 118          | 0000           | 0            |
|                            |                |              | 2045           | RENTIESVILLE  | 25           | 66           | 0000           | 0            |
|                            |                |              | 2290           | STIDHAM       | 30           | 48           | 0000           | 0            |
| MAJOR<br>(8055)            | 47             | 6            | 0070           | AMES          | 05           | 268          | 0000           | 0            |
|                            |                |              | 0510           | CLEO SPRINGS  | 10           | 359          | 4400           | 0            |
|                            |                |              | 0820           | FAIRVIEW      | 15           | 2936         | 3689           | 1            |
|                            |                |              | 1610           | MENO          | 20           | 155          | 4401           | 0            |

## CORPORATE CITIES BY COUNTY

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|----------------------------|----------------|--------------|----------------|------------------|--------------|--------------|----------------|--------------|
|                            |                |              | 2060           | RINGWOOD         | 25           | 394          | 4402           | 0            |
| MARSHALL<br>(10829)        | 48             | 2            | 1330           | KINGSTON         | 05           | 1237         | 4403           | 0            |
|                            |                |              | 1495           | MCBRIDE          | 08           | 80           | 3701           | 0            |
|                            |                |              | 1520           | MADILL           | 10           | 3069         | 3692           | 2            |
|                            |                |              | 1775           | OAKLAND          | 15           | 602          | 4405           | 0            |
|                            |                |              | 2683           | WOODVILLE        | 20           | 31           | 4406           | 0            |
| MAYES<br>(33366)           | 49             | 8            | 0015           | ADAIR            | 05           | 685          | 4271           | 0            |
|                            |                |              | 0495           | CHOUTEAU         | 10           | 1771         | 3706           | 0            |
|                            |                |              | 0695           | DISNEY           | 15           | 257          | 4408           | 0            |
|                            |                |              | 0997           | GRAND LAKE TOWNE | 16           | 58           | 0000           | 0            |
|                            |                |              | 1390           | LANGLEY          | 20           | 526          | 3718           | 0            |
|                            |                |              | 1450           | LOCUST GROVE     | 25           | 1326         | 4409           | 0            |
|                            |                |              | 1895           | PENSACOLA        | 30           | 69           | 4410           | 0            |
|                            |                |              | 1970           | PRYOR            | 35           | 8327         | 3708           | 3            |
|                            |                |              | 2115           | SALINA           | 40           | 1153         | 4411           | 0            |
|                            |                |              | 2255           | SPAVINAW         | 45           | 432          | 4412           | 0            |
|                            |                |              | 2273           | SPORTSMAN ACRES  | 48           | 181          | 0000           | 0            |
|                            |                |              | 2315           | STRANG           | 50           | 141          | 0000           | 0            |
| MURRAY<br>(12042)          | 50             | 7            | 0645           | DAVIS            | 05           | 2543         | 4413           | 1            |
|                            |                |              | 0700           | DOUGHERTY        | 10           | 138          | 4414           | 0            |
|                            |                |              | 1120           | HICKORY          | 11           | 77           | 4415           | 0            |
|                            |                |              | 2155           | SCULLIN          | 12           | 9            | 4416           | 0            |
|                            |                |              | 2350           | SULPHUR          | 15           | 4824         | 3727           | 2            |
| MUSKOGEE<br>(68078)        | 51             | 1            | 0250           | BOYNTON          | 05           | 391          | 4417           | 0            |
|                            |                |              | 0260           | BRAGGS           | 10           | 308          | 4418           | 0            |
|                            |                |              | 0575           | COUNCIL HILL     | 15           | 139          | 4419           | 0            |
|                            |                |              | 0865           | FT. GIBSON       | 20           | 3359         | 3738           | 2            |
|                            |                |              | 1070           | HASKELL          | 25           | 2143         | 3743           | 0            |
|                            |                |              | 1700           | MUSKOGEE         | 30           | 37708        | 4237           | 5            |
|                            |                |              | 1825           | OKTAHA           | 35           | 266          | 0000           | 0            |
|                            |                |              | 1950           | PORUM            | 40           | 851          | 4420           | 0            |
|                            |                |              | 2365           | TAFT             | 45           | 400          | 4421           | 0            |
|                            |                |              | 2530           | WAINWRIGHT       | 50           | 223          | 0000           | 0            |
|                            |                |              | 2560           | WARNER           | 55           | 1479         | 4422           | 0            |
|                            |                |              | 2620           | WEBBERS FALLS    | 60           | 722          | 4423           | 0            |

## CORPORATE CITIES BY COUNTY

| County Name<br>(1990 POP.) | County<br>Num. | Main<br>Div. | Census<br>Code | City<br>Name    | City<br>Num. | 1990<br>Pop. | City<br>Node # | Pop.<br>Code |
|----------------------------|----------------|--------------|----------------|-----------------|--------------|--------------|----------------|--------------|
| NOBLE<br>(11045)           | 52             | 4            | 0185           | BILLINGS        | 05           | 555          | 4424           | 0            |
|                            |                |              | 1565           | MARLAND         | 10           | 280          | 4425           | 0            |
|                            |                |              | 1670           | MORRISON        | 15           | 640          | 4426           | 0            |
|                            |                |              | 1910           | PERRY           | 20           | 4978         | 3768           | 2            |
|                            |                |              | 2035           | RED ROCK        | 25           | 321          | 4427           | 0            |
| NOWATA<br>(9992)           | 53             | 8            | 0655           | DELAWARE        | 05           | 434          | 0000           | 0            |
|                            |                |              | 1420           | LENAPAH         | 10           | 253          | 3786           | 0            |
|                            |                |              | 1727           | NEW ALLUWE      | 12           | 83           | 4428           | 0            |
|                            |                |              | 1770           | NOWATA          | 15           | 3896         | 4238           | 2            |
|                            |                |              | 2245           | S. COFFEYVILLE  | 20           | 791          | 4429           | 0            |
|                            |                |              | 2550           | WANN            | 25           | 126          | 4615           | 0            |
| OKFUSKEE<br>(11551)        | 54             | 3            | 0148*          | BEARDEN         | 03           | 142          | 0000           | 0            |
|                            |                |              | 0240           | BOLEY           | 05           | 908          | 4263           | 0            |
|                            |                |              | 0430           | CASTLE          | 10           | 94           | 4404           | 0            |
|                            |                |              | 0508*          | CLEARVIEW       | 12           | 47           | 0000           | 0            |
|                            |                |              | 1810           | OKEMAH          | 15           | 3085         | 3795           | 2            |
|                            |                |              | 1860           | PADEN           | 20           | 400          | 4430           | 0            |
|                            |                |              | 2630           | WELEETKA        | 25           | 1112         | 4431           | 0            |
| OKLAHOMA<br>(599611)       | 55             | 4            | 0097           | ARCADIA         | 02           | 220          | 0000           | 0            |
|                            |                |              | 0175           | BETHANY         | 05           | 20075        | 4532           | 4            |
|                            |                |              | 0490           | CHOCTAW         | 10           | 8545         | 4538           | 3            |
|                            |                |              | 0660           | DEL CITY        | 15           | 23928        | 4533           | 4            |
|                            |                |              | 0755           | EDMOND          | 20           | 52315        | 4293           | 6            |
|                            |                |              | 0850           | FOREST PARK     | 25           | 1249         | 0000           | 0            |
|                            |                |              | 1060           | HARRAH          | 30           | 4206         | 3797           | 2            |
|                            |                |              | 1255           | JONES           | 35           | 2424         | 0000           | 0            |
|                            |                |              | 1370           | LAKE ALUMA      | 37           | 96           | 0000           | 0            |
|                            |                |              | 1485           | LUTHER          | 40           | 1560         | 4534           | 0            |
|                            |                |              | 1630           | MIDWEST CITY    | 55           | 52267        | 4535           | 6            |
|                            |                |              | 1745           | NICHOLS HILLS   | 60           | 4020         | 0000           | 2            |
|                            |                |              | 1746           | NICOMA PARK     | 65           | 2353         | 4266           | 0            |
|                            |                |              | 1815           | OKLA. CITY      | 70           | 444719       | 3828           | 7            |
|                            |                |              | 2220           | SMITH VILLAGE   | 75           | 34           | 0000           | 0            |
|                            |                |              | 2260           | SPENCER         | 80           | 3972         | 0000           | 2            |
|                            |                |              | 2280           | SPRINGLAKE PARK | 81           | 11           | 0000           | 0            |
| 2490                       | VALLEY BROOK   | 85           | 744            | 0000            | 0            |              |                |              |
| 2430                       | THE VILLAGE    | 90           | 10353          | 4536            | 4            |              |                |              |
| 2565                       | WARR ACRES     | 95           | 9288           | 4537            | 3            |              |                |              |
| 2680                       | WOODLAWN PARK  | 98           | 170            | 0000            | 0            |              |                |              |

## CORPORATE CITIES BY COUNTY

| County Name<br>(1990 POP.) | County<br>Num. | Main<br>Div. | Census<br>Code | City<br>Name | City<br>Num. | 1990<br>Pop. | City<br>Node # | Pop.<br>Code |
|----------------------------|----------------|--------------|----------------|--------------|--------------|--------------|----------------|--------------|
| OKMULGEE<br>(36490)        | 56             | 1            | 0155           | BEGGS        | 05           | 1150         | 4432           | 0            |
|                            |                |              | 0305           | BRYANT       | 10           | 74           | 0000           | 0            |
|                            |                |              | 0675           | DEWAR        | 15           | 921          | 4433           | 0            |
|                            |                |              | 1007           | GRAYSON      | 20           | 66           | 4434           | 0            |
|                            |                |              | 1110           | HENRYETTA    | 25           | 5872         | 3834           | 3            |
|                            |                |              | 1155           | HOFFMAN      | 30           | 175          | 0000           | 0            |
|                            |                |              | 1362           | KUSA         | 32           |              | 0000           | 0            |
|                            |                |              | 1665           | MORRIS       | 35           | 1216         | 4435           | 0            |
|                            |                |              | 1820           | OKMULGEE     | 40           | 13441        | 3847           | 4            |
|                            |                |              | 2672           | WINCHESTER   | 45           | 301          | 4437           | 0            |
| OSAGE<br>(41645)           | 57             | 8            | 0145           | BARTLESVILLE | 05           | 34256        | 4202           | 5            |
|                            |                |              | 0130           | AVANT        | 10           | 369          | 4436           | 0            |
|                            |                |              | 0140           | BARNSDALL    | 12           | 1316         | 4437           | 0            |
|                            |                |              | 0315           | BURBANK      | 15           | 165          | 4438           | 0            |
|                            |                |              | 0805           | FAIRFAX      | 20           | 1749         | 4439           | 0            |
|                            |                |              | 0845           | FORAKER      | 25           | 25           | 0000           | 0            |
|                            |                |              | 0990           | GRAINOLA     | 30           | 58           | 4440           | 0            |
|                            |                |              | 2125           | SAND SPRINGS | 35           | 15346        | 5003           | 4            |
|                            |                |              | 1175           | HOMINY       | 36           | 2342         | 4441           | 0            |
|                            |                |              | 1966           | PRUE         | 37           | 346          | 0000           | 0            |
|                            |                |              | 1850           | OSAGE        | 40           | 163          | 0000           | 0            |
|                            |                |              | 1880           | PAWHUSKA     | 45           | 3825         | 3849           | 2            |
|                            |                |              | 2465           | TULSA        | 50           | 367302       | 4088           | 7            |
|                            |                |              | 2615           | WEBB CITY    | 55           | 99           | 0000           | 0            |
|                            |                |              | 2705           | WYNONA       | 60           | 531          | 4442           | 0            |
|                            |                |              | 2200           | SHIDLER      | 65           | 487          | 3856           | 0            |
| 2210                       | SKIATOOK       | 70           | 4910           | 4443         | 2            |              |                |              |
| OTTAWA<br>(30561)          | 58             | 8            | 0025           | AFTON        | 05           | 915          | 4444           | 0            |
|                            |                |              | 0403*          | CARDIN       | 07           | 165          | 0000           | 0            |
|                            |                |              | 0550           | COMMERCE     | 10           | 2426         | 4445           | 0            |
|                            |                |              | 0810           | FAIRLAND     | 15           | 916          | 4446           | 0            |
|                            |                |              | 1620           | MIAMI        | 20           | 13142        | 3878           | 4            |
|                            |                |              | 1765           | N. MIAMI     | 25           | 450          | 4447           | 0            |
|                            |                |              | 1900           | PEORIA       | 30           | 136          | 0000           | 0            |
|                            |                |              | 1920           | PICHER       | 35           | 1714         | 4448           | 0            |
|                            |                |              | 1985           | QUAPAW       | 40           | 928          | 4449           | 0            |
|                            |                |              | 2695           | WYANDOTTE    | 45           | 366          | 0000           | 0            |

## CORPORATE CITIES BY COUNTY

| County Name<br>(1990 POP.) | County<br>Num. | Main<br>Div. | Census<br>Code | City<br>Name   | City<br>Num. | 1990<br>Pop. | City<br>Node # | Pop.<br>Code |
|----------------------------|----------------|--------------|----------------|----------------|--------------|--------------|----------------|--------------|
| PAWNEE<br>(15575)          | 59             | 8            | 0147           | BAUGH          | 01           | 5            | 0000           | 0            |
|                            |                |              | 0200           | BLACKBURN      | 05           | 110          | 0000           | 0            |
|                            |                |              | 0357           | CALIDA         | 07           | 19           | 0000           | 0            |
|                            |                |              | 0438           | CEDAR RIDGE    | 08           |              | 0000           | 0            |
|                            |                |              | 0515           | CLEVELAND      | 10           | 3156         | 3889           | 2            |
|                            |                |              | 0613           | CURCHECE       | 12           | 7            | 0000           | 0            |
|                            |                |              | 0788           | EMPY           | 13           | 2            | 0000           | 0            |
|                            |                |              | 1035           | HALLETT        | 15           | 159          | 4450           | 0            |
|                            |                |              | 1245           | JENNINGS       | 20           | 381          | 4451           | 0            |
|                            |                |              | 1256           | JUBY           | 25           |              | 0000           | 0            |
|                            |                |              | 1451           | LONE CHIMNEY   | 26           | 47           | 0000           | 0            |
|                            |                |              | 1408           | LEANDER        | 27           | 8            | 0000           | 0            |
|                            |                |              | 1428           | LEROY          | 29           | 9            | 0000           | 0            |
|                            |                |              | 1550           | MARAMEC        | 30           | 110          | 0000           | 0            |
|                            |                |              | 1692           | MULE BARN      | 32           |              | 0000           | 0            |
|                            |                |              | 1773           | OAK GROVE      | 34           | 660          | 0000           | 0            |
|                            |                |              | 1885           | PAWNEE         | 35           | 2197         | 3884           | 0            |
|                            |                |              | 1912           | PETERMAN RIDGE | 37           | 14           | 0000           | 0            |
|                            |                |              | 2003           | RABORNVILLE    | 39           | 12           | 0000           | 0            |
|                            |                |              | 2005           | RALSTON        | 40           | 405          | 4452           | 0            |
|                            |                |              | 2053           | RIGSBY         | 42           | 21           | 0000           | 0            |
|                            |                |              | 2189           | SHA-TO-SHE     | 44           | 4            | 0000           | 0            |
|                            |                |              | 2174           | SHADY GROVE    | 46           | 23           | 0000           | 0            |
|                            |                |              | 2205           | SKEEDEE        | 48           | 96           | 0000           | 0            |
|                            |                |              | 2405           | TERLTON        | 50           | 121          | 0000           | 0            |
|                            |                |              | 2438           | TIMBERLANE     | 52           | 21           | 0000           | 0            |
| 2636                       | WES            | 54           | 31             | 0000           | 0            |              |                |              |
| 1990                       | QUAY           | 55           | 59             | 0000           | 0            |              |                |              |
| 2637                       | WESTPORT       | 56           | 326            | 0000           | 0            |              |                |              |
| PAYNE<br>(61507)           | 60             | 4            | 0615           | CUSHING        | 05           | 7218         | 3898           | 3            |
|                            |                |              | 0950           | GLENCOE        | 10           | 473          | 4453           | 0            |
|                            |                |              | 0720           | DRUMRIGHT      | 15           | 2799         | 4196           | 1            |
|                            |                |              | 1905           | PERKINS        | 14           | 1925         | 4454           | 0            |
|                            |                |              | 2065           | RIPLEY         | 20           | 376          | 4455           | 0            |
|                            |                |              | 2300           | STILLWATER     | 25           | 36676        | 3904           | 5            |
|                            |                |              | 2710           | YALE           | 30           | 1392         | 4456           | 0            |
|                            |                |              | 1990           | QUAY           | 55           | 59           | 0000           | 0            |
| PITTSBURG<br>(40581)       | 61             | 2            | 0040           | ALDERSON       | 05           | 395          | 4457           | 0            |
|                            |                |              | 0120           | ASHLAND        | 10           | 56           | 4458           | 0            |
|                            |                |              | 0380           | CANADIAN       | 15           | 261          | 4459           | 0            |
|                            |                |              | 0610           | CROWDER        | 20           | 339          | 4460           | 0            |

## CORPORATE CITIES BY COUNTY

| County Name<br>(1990 POP.) | County<br>Num. | Main<br>Div. | Census<br>Code | City<br>Name | City<br>Num. | 1990<br>Pop. | City<br>Node # | Pop.<br>Code |
|----------------------------|----------------|--------------|----------------|--------------|--------------|--------------|----------------|--------------|
|                            |                |              | 1030           | HAILEYVILLE  | 25           | 918          | 3925           | 0            |
|                            |                |              | 1065           | HARTSHORNE   | 30           | 2120         | 4461           | 0            |
|                            |                |              | 1215           | INDIANOLA    | 35           | 171          | 4462           | 0            |
|                            |                |              | 1340           | KIOWA        | 40           | 718          | 3914           | 0            |
|                            |                |              | 1355           | KREBS        | 45           | 1955         | 4463           | 0            |
|                            |                |              | 1490           | MCALESTER    | 50           | 16370        | 4239           | 4            |
|                            |                |              | 1930           | PITTSBURG    | 55           | 249          | 4464           | 0            |
|                            |                |              | 2000           | QUINTON      | 60           | 1133         | 3928           | 0            |
|                            |                |              | 2145           | SAVANNA      | 65           | 869          | 4465           | 0            |
| PONTOTOC<br>(34119)        | 62             | 3            | 0010           | ADA          | 05           | 15820        | 4223           | 4            |
|                            |                |              | 0837*          | FITZHUGH     | 13           | 196          | 0000           | 0            |
|                            |                |              | 0890           | FRANCIS      | 15           | 346          | 0000           | 0            |
|                            |                |              | 2075           | ROFF         | 20           | 717          | 4466           | 0            |
|                            |                |              | 2310           | STONEWALL    | 25           | 519          | 4467           | 0            |
|                            |                |              | 0337           | BYNG         | 30           | 755          | 4468           | 0            |
|                            |                |              | 0055           | ALLEN        | 40           | 972          | 4469           | 0            |
| POTTOWATOMIE<br>(58760)    | 63             | 3            | 0115           | ASHER        | 05           | 449          | 4470           | 0            |
|                            |                |              | 0177           | BETHEL ACRES | 07           | 2505         | 4471           | 1            |
|                            |                |              | 0745           | EARLSBORO    | 10           | 535          | 4472           | 0            |
|                            |                |              | 1253           | JOHNSON      | 13           | 196          | 0000           | 0            |
|                            |                |              | 1510           | M-CLOUD      | 15           | 2493         | 4473           | 0            |
|                            |                |              | 1515           | MACOMB       | 20           | 64           | 0000           | 0            |
|                            |                |              | 2110           | ST. LOUIS    | 30           | 181          | 4474           | 0            |
|                            |                |              | 2195           | SHAWNEE      | 35           | 26017        | 4240           | 5            |
|                            |                |              | 2395           | TECUMSEH     | 40           | 5750         | 4299           | 3            |
|                            |                |              | 2545           | WANETTE      | 45           | 346          | 4475           | 0            |
|                            |                |              | 2453           | TRIBBEY      | 52           | 288          | 0000           | 0            |
|                            |                |              | 1585           | MAUD         | 55           | 1204         | 4476           | 0            |
|                            |                |              | 1927           | PINK         | 65           | 1020         | 4477           | 0            |
|                            |                |              | 1815           | OKLA. CITY   | 70           | 44471        | 3828           | 7            |
|                            |                |              | 0302           | BROOKSVILLE  | 75           | 69           | 0000           | 0            |
| PUSHMATAHA<br>(10997)      | 64             | 2            | 0035           | ALBION       | 05           | 88           | 4478           | 0            |
|                            |                |              | 0085           | ANTLERS      | 10           | 2524         | 3972           | 1            |
|                            |                |              | 0505           | CLAYTON      | 15           | 636          | 4479           | 0            |
|                            |                |              | 2018           | RATTAN       | 20           | 257          | 3977           | 0            |
| ROGER MILLS<br>(4147)      | 65             | 5            | 0480           | CHEYENNE     | 05           | 948          | 3979           | 0            |
|                            |                |              | 2050           | REYDON       | 15           | 200          | 4481           | 0            |
|                            |                |              | 2330           | STRONG CITY  | 20           | 49           | 4482           | 0            |
|                            |                |              | 1040           | HAMMON       | 35           | 611          | 4480           | 0            |

## CORPORATE CITIES BY COUNTY

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|----------------------------|----------------|--------------|---------------------|----------------|--------------|--------------|----------------|--------------|
| ROGERS<br>(55170)          | 66             | 8            | 0435                | CATOOSA        | 05           | 2954         | 4483           | 1            |
|                            |                |              | 0470                | CHELSEA        | 10           | 1620         | 3995           | 0            |
|                            |                |              | 0500                | CLAREMORE      | 15           | 13280        | 3992           | 4            |
|                            |                |              | 0818                | FAIR OAKS      | 06           | 1133         | 0000           | 0            |
|                            |                |              | 0885                | FOYIL          | 17           | 86           | 4484           | 0            |
|                            |                |              | 1225                | INOLA          | 20           | 1444         | 0000           | 0            |
|                            |                |              | 1228                | JAMESTOWN      | 23           | 4            | 0000           | 0            |
|                            |                |              | 1835                | OOLOGAH        | 25           | 828          | 3996           | 0            |
|                            |                |              | 1855                | OWASSO         | 32           | 11151        | 4114           | 4            |
|                            |                |              | 2375                | TALALA         | 30           | 206          | 4485           | 0            |
|                            |                |              | 2492                | VALLEY PARK    | 35           | 1            | 0000           | 0            |
|                            |                |              | 0300                | COLLINSVILLE   | 40           | 3612         | 4505           | 2            |
|                            |                |              | 2465                | TULSA          | 50           | 367302       | 4088           | 7            |
|                            |                |              | SEMINOLE<br>(25412) | 67             | 3            | 0605         | CROMWELL       | 05           |
| 1350                       | KONAWA         | 10           |                     |                |              | 1508         | 4487           | 0            |
| 1432                       | LIMA           | 12           |                     |                |              | 133          | 0000           | 0            |
| 2140                       | SASAKWA        | 15           |                     |                |              | 169          | 4488           | 0            |
| 2165                       | SEMINOLE       | 20           |                     |                |              | 7071         | 4241           | 3            |
| 2650                       | WEWOKA         | 25           |                     |                |              | 4050         | 4015           | 2            |
| 0249                       | BOWLEGS        | 30           |                     |                |              | 398          | 4494           | 0            |
| 1585                       | MAUD           | 55           |                     |                |              | 1204         | 4476           | 0            |
| SEQUOYAH<br>(33828)        | 68             | 1            | 0910                | GANS           | 05           | 218          | 4490           | 0            |
|                            |                |              | 0970                | GORE           | 10           | 690          | 4491           | 0            |
|                            |                |              | 1555                | MARBLE CITY    | 15           | 232          | 0000           | 0            |
|                            |                |              | 1650                | MOFFETT        | 20           | 219          | 0000           | 0            |
|                            |                |              | 1690                | MULDROW        | 25           | 2889         | 4492           | 1            |
|                            |                |              | 1872                | PARADISE HILLS | 28           | 88           | 4493           | 0            |
|                            |                |              | 2080                | ROLAND         | 30           | 2481         | 4977           | 0            |
|                            |                |              | 2120                | SALLISAW       | 35           | 7122         | 4025           | 3            |
|                            |                |              | 2510                | VIAN           | 40           | 1414         | 4030           | 0            |
|                            |                |              |                     | AQUA PARK      | 45           | 50           | 4489           | 0            |
| STEPHENS<br>(42299)        | 69             | 7            | 0447                | CENTRAL HIGH   | 04           | 781          | 0000           | 0            |
|                            |                |              | 0545                | COMANCHE       | 05           | 1695         | 4531           | 0            |
|                            |                |              | 0725                | DUNCAN         | 10           | 21732        | 4054           | 4            |
|                            |                |              | 0787                | EMPIRE CITY    | 12           | 219          | 0000           | 0            |
|                            |                |              | 1445                | LOCO           | 15           | 160          | 4495           | 0            |
|                            |                |              | 1570                | MARLOW         | 20           | 4416         | 4047           | 2            |
|                            |                |              | 2497                | VELMA          | 25           | 661          | 4496           | 0            |
|                            |                |              | 0267                | BRAY           | 36           | 925          | 0000           | 0            |



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|----------------------------|----------------|--------------|----------------|--------------|--------------|--------------|----------------|--------------|
| TEXAS<br>(16419)           | 70             | 6            | 0965           | GOODWELL     | 05           | 1065         | 4300           | 0            |
|                            |                |              | 1025           | GUYMON       | 10           | 7803         | 4224           | 3            |
|                            |                |              | 1050           | HARDESTY     | 15           | 228          | 4497           | 0            |
|                            |                |              | 1180           | HOOKER       | 20           | 1551         | 4061           | 0            |
|                            |                |              | 1840           | OPTIMA       | 25           | 92           | 4498           | 0            |
|                            |                |              | 2415           | TEXHOMA      | 30           | 746          | 4499           | 0            |
|                            |                |              | 2480           | TYRONE       | 35           | 880          | 4500           | 0            |
| TILLMAN<br>(10384)         | 71             | 5            | 0640           | DAVIDSON     | 05           | 473          | 4501           | 0            |
|                            |                |              | 0895           | FREDERICK    | 10           | 5221         | 4251           | 3            |
|                            |                |              | 0995           | GRANDFIELD   | 15           | 1224         | 4502           | 0            |
|                            |                |              | 1170           | HOLLISTER    | 20           | 59           | 4503           | 0            |
|                            |                |              | 1470           | LOVELAND     | 25           | 13           | 0000           | 0            |
|                            |                |              | 1535           | MANITOU      | 30           | 244          | 4075           | 0            |
|                            |                |              | 2440           | TIPTON       | 35           | 1043         | 4504           | 0            |
| TULSA<br>(503341)          | 72             | 8            | 0195           | BIXBY        | 05           | 9502         | 4085           | 3            |
|                            |                |              | 0955           | GLENPOOL     | 20           | 6688         | 4506           | 3            |
|                            |                |              | 1240           | JENKS        | 25           | 7493         | 0000           | 3            |
|                            |                |              | 1431           | LIBERTY      | 26           | 155          | 0000           | 0            |
|                            |                |              | 1468           | LOTSEE       | 27           | 7            | 4507           | 0            |
|                            |                |              | 1855           | OWASSO       | 30           | 11151        | 4114           | 4            |
|                            |                |              | 2125           | SAND SPRINGS | 35           | 15346        | 5003           | 4            |
|                            |                |              | 0540           | COLLINSVILLE | 40           | 3612         | 4505           | 2            |
|                            |                |              | 2265           | SPERRY       | 45           | 937          | 4508           | 0            |
|                            |                |              | 2465           | TULSA        | 50           | 367302       | 4088           | 7            |
|                            |                |              | 0290           | BROKEN ARROW | 60           | 58043        | 4301           | 6            |
|                            |                |              | 2210           | SKIATOOK     | 70           | 4910         | 4443           | 2            |
| WAGONER<br>(47883)         | 73             | 1            | 0585           | COWETA       | 04           | 6159         | 4509           | 3            |
|                            |                |              | 0195           | BIXBY        | 05           | 9502         | 4085           | 3            |
|                            |                |              | 0818           | FAIR OAKS    | 06           | 1133         | 0000           | 0            |
|                            |                |              | 1738           | NEW TULSA    | 07           | 272          | 0000           | 0            |
|                            |                |              | 1800           | OKAY         | 10           | 52           | 4131           | 0            |
|                            |                |              | 1945           | PORTER       | 15           | 588          | 4510           | 0            |
|                            |                |              | 2025           | REDBIRD      | 20           | 166          | 0000           | 0            |
|                            |                |              | 2460           | TULLAHASSEE  | 25           | 92           | 4511           | 0            |
|                            |                |              | 2525           | WAGONER      | 30           | 6894         | 4128           | 3            |
|                            |                |              | 2465           | TULSA        | 50           | 367302       | 4088           | 7            |
|                            |                |              | 0290           | BROKEN ARROW | 60           | 58043        | 4301           | 6            |

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|----------------------------|----------------|--------------|----------------|--------------|--------------|--------------|----------------|--------------|
| WASHINGTON<br>(48066)      | 74             | 8            | 0145           | BARTLESVILLE | 05           | 34256        | 4202           | 5            |
|                            |                |              | 0560           | COPAN        | 10           | 809          | 4512           | 0            |
|                            |                |              | 0680           | DEWEY        | 15           | 3326         | 4513           | 2            |
|                            |                |              | 1785           | OHELATA      | 20           | 441          | 0000           | 0            |
|                            |                |              | 2010           | RAMONA       | 25           | 508          | 4514           | 0            |
|                            |                |              | 2500           | VERA         | 30           | 167          | 0000           | 0            |
| WASHITA<br>(11441)         | 75             | 5            | 0170           | BESSIE       | 05           | 248          | 4515           | 0            |
|                            |                |              | 0325           | BURNS FLAT   | 10           | 1027         | 4516           | 0            |
|                            |                |              | 0395           | CANUTE       | 15           | 538          | 0000           | 0            |
|                            |                |              | 0520           | CLINTON      | 16           | 9298         | 3294           | 3            |
|                            |                |              | 1730           | CORDELL      | 20           | 2903         | 4242           | 1            |
|                            |                |              | 0565           | CORN         | 25           | 548          | 4518           | 0            |
|                            |                |              | 0690           | DILL CITY    | 30           | 622          | 4519           | 0            |
|                            |                |              | 0880           | FOSS         | 35           | 148          | 4520           | 0            |
|                            |                |              | 2070           | ROCKY        | 40           | 181          | 4521           | 0            |
|                            |                |              | 2170           | SENTINEL     | 45           | 960          | 4156           | 0            |
| 0543                       | COLONY         | 50           | 163            | 4517         | 0            |              |                |              |
| WOODS<br>(9103)            | 76             | 6            | 0065           | ALVA         | 05           | 5495         | 4167           | 3            |
|                            |                |              | 0135           | AVARD        | 10           | 37           | 0000           | 0            |
|                            |                |              | 0400           | CAPRON       | 15           | 38           | 4522           | 0            |
|                            |                |              | 0630           | DACOMA       | 20           | 182          | 0000           | 0            |
|                            |                |              | 0900           | FREEDOM      | 25           | 264          | 4523           | 0            |
|                            |                |              | 2605           | WAYNOKA      | 30           | 947          | 4524           | 0            |
| WOODWARD<br>(18976)        | 77             | 6            | 1660           | MOORELAND    | 05           | 1157         | 4525           | 0            |
|                            |                |              | 1710           | MUTUAL       | 10           | 68           | 0000           | 0            |
|                            |                |              | 1995           | QUINLAN      | 15           | 23           | 0000           | 0            |
|                            |                |              | 2185           | SHARON       | 20           | 108          | 4526           | 0            |
|                            |                |              | 0870           | FT. SUPPLY   | 25           | 369          | 4527           | 0            |
|                            |                |              | 2685           | WOODWARD     | 30           | 12340        | 4243           | 4            |

# OKLAHOMA DEPARTMENT OF TRANSPORTATION CADD POLICY AND PROCEDURES MANUAL

## PREFACE

The ODOT CADD Policy & Procedures Manual is to be used to develop Computer Aided Drafting and Design (CADD) transportation plans for the Oklahoma Department of Transportation. This document is written for CADD users in a transportation design environment and is to present the direction of plan preparation in conjunction with CADD software operating in a P.C. (DOS), Windows NT, or Clix operating system. The Oklahoma Department of Transportation makes no warranty, expressed or implied, as to the documentation, function, compatibility, or performance of the programs described within this document.

# **OKLAHOMA DEPARTMENT OF TRANSPORTATION CADD POLICY AND PROCEDURES MANUAL**

## **INTRODUCTION**

### **Purpose**

This manual of CADD policy & procedures sets forth computer aided drafting and design (CADD) policies for Oklahoma Department of Transportation projects.

### **Authority**

The ODOT CADD policy & procedures manual was written by the Engineering Support Group as directed by the Office of the Assistant Director for Preconstruction.

### **General**

This document is intended to be used as a basis for uniform CADD application for transportation design. It is not intended to replace or supersede engineering documents or publications.

Requests for revisions or additions to this manual should be forwarded to the Engineering Support Group in accordance with Policy No. 100-6 of this manual.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Index**

|       |  |
|-------|--|
| 100   | Administration                             |
| 100-1 | Working Units                              |
| 100-2 | Use of Files Generated By Another Division |
| 100-3 | New Applications, Programs and Cells       |
| 100-4 | Three Year CADD Plan                       |
| 100-5 | Training                                   |
| 100-6 | Policy/Procedures Manual revisions         |
| 100-7 | Engineering Support Group (ESG)            |
| 200   | Standards                                  |
| 200-1 | CADD Plan Preparation                      |
| 200-2 | Standard Cell Libraries/Resource Files     |
| 300   | Back-up/Archiving                          |
| 300-1 | Project Archival                           |
| 300-2 | Backups                                    |
| 400   | Reserved                                   |
| 500   | Reserved                                   |
| 600   | Reserved                                   |
| 700   | Reserved                                   |

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**800 Procedures**

- 800-1 Archiving
- 800-2 Archived File Retrieval
- 800-3 Alternate Archiving Method
- 800-4 Electronic File Transfer
- 800-5 Back-up Retrieval

**900 Individual Division Policy**

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Working Units

Policy No. 100-1

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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Standard Working Units are essential for file compatibility between divisions. The following working units will be considered standard.

English

|                            |   |                  |
|----------------------------|---|------------------|
| Master Units               | = | Ft               |
| Sub Units/Master Units     | = | 10 <sup>TH</sup> |
| Positional Units/Sub Units | = | 120 PU           |

Metric

|                            |   |        |
|----------------------------|---|--------|
| Master Units               | = | M      |
| Sub Units/Master Units     | = | 100 CM |
| Positional Units/Sub Units | = | 40 PU  |

G.I.S.

|                            |   |         |
|----------------------------|---|---------|
| Master Units               | = | OF      |
| Sub Units/Master Units     | = | 12 IN   |
| Positional Units/Sub Units | = | 1000 PU |

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Use of Files Generated by Other Divisions

Policy No. 100-2

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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When using a file generated by another division, it should be attached as a reference file only. The file may be copied as deemed necessary, but the original shall not be modified unless authorized by the originator of the file.



**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** New Applications, Programs and Cells

Policy No. 100-3

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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When a new application, library, or resource file is created, a copy shall be forwarded to the Engineering Support Group to prevent duplication and enhance efficiency through sharing information.

See ODOT Policy B-1201-1, B-1202-1 and B-1203-1 for information regarding the reproduction of copyrighted material.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Three Year CADD Plan

Policy No. 100-4

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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Each division operating the CADD system will be responsible for developing a three-year CADD implementation/integration plan.

The plan should contain, as a minimum:

- (1) Prioritized hardware/software requirements for each division for the next three years.
- (2) Training requirements for each division and recommendations on the most effective and efficient methods to provide this training.
- (3) Anticipated short and long term benefits from the proposal implementation.

This plan should be reviewed and updated annually to reflect the changing needs of each division and the computer industry.

At the end of each fiscal year, a copy of the plan will be forwarded to the Engineering Support Group for consolidation into the overall three year plan for the Department, to ensure compatibility and standardization between the divisions.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Training

Policy No. 100-5

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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The Engineering Support Group will be the focal point for CADD training. Requests for training shall be forwarded through the Division Manager to the Chairman of the ESG.

The ESG will then determine if qualified instructors exist within the Department to conduct 'in-house' training. If no qualified personnel exists, the ESG will determine the best possible purchased training option.

Those individuals identified as qualified instructors will maintain proficiency with current versions of department software.

Training for individuals identified as instructors will be determined by the ESG and included in the annual review of the Department's three-year CADD plan.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** CADD Policy Manual Revisions

Policy No. 100-6

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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Requests for additions or revisions to the CADD policy & procedures manual shall be forwarded to the Chairman of the Engineering Support Group.

Each request should contain the following information:

- Requestor's name and phone number
- Date of request
- Proposed addition/revision
- Reason(s) for proposed changes

Requests will be reviewed by the ESG and revised policy/procedure sheets distributed on a semi-annual basis.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Engineering Support Group (ESG)

Policy No. 100-7

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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The mission of the Engineering Support Group is to provide guidance and leadership to the Department of Transportation in the area of CADD implementation and utilization. The ESG is comprised of one representative and alternate from each of the Pre-Construction divisions, and at least one representative from the Information Services Division (ISD). The members are nominated by their respective division managers and approved by the current ESG membership. This group, in conjunction with the ISD, will provide guidance for the department's CADD system. The ESG shall operate as an advisory unit responsible to the Assistant Director for Pre-Construction. Questions/comments concerning the department's CADD system should be directed to the appropriate division representatives.

|  |        |
|--|--------|
| Mike Maupin, Bridge Division, ESG Chairman .....                   | 1-4241 |
| Janet Griffin, Roadway Design Division, ESG Vice-Chairperson ..... | 1-2603 |
| Jay Adams, Planning Division .....                                 | 1-2728 |
| Craig Moody, Planning Alternate .....                              | 1-2728 |
| Stanley Greene, Traffic Division .....                             | 1-4376 |
| Tony Ellis, Survey Division .....                                  | 1-2741 |
| Robert Blackwell, Right-of-Way Division .....                      | 1-2655 |
| Trent Hurst, Intermodal/Rail Safety.....                           | 2-3940 |
| Jerry Beasley, Information Services Division... ..                 | 1-2664 |
| Don Legrand, Construction Division .....                           | 1-4159 |

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** CADD Plan Preparation

Policy No. 200-1

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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Each set of CADD plans for a construction project shall be accurate, legible, complete in design, and suitable for bidding purposes. The completed plans shall be furnished in reproducible form. For plans preparation requirements, it shall be necessary to refer to the latest edition of the ODOT Roadway Design Manual, Standard Specifications for Highway Construction, or other applicable ODOT publications.

The professional engineer in charge of the construction project plans shall supply to the Department, for final plans submittal, one reproducible set of plan drawings with original signatures sealed by himself. Also, one set of plans archived electronically in accordance with procedure No. 800-1 & 800-3, with the complete CADD design files in Intergraph/MicroStation file format with accompanying COGO files in Ascii format. All files used to create final cross-section and earthwork volumes will also be archived. These include all available digital terrain model (.dtm), alignment (.alg), template (.tml), roadway modeler (.rwl) files used by InRoads and any reports generated to compute final pay quantities.

Consultants are responsible for any translation required to convert non-MicroStation design files to MicroStation format and the translation process. All translated design files shall conform to the applicable standards adopted by the Department of Transportation plans.

ODOT will provide CADD related files in MicroStation (.dgn) format to consultants and agencies outside of ODOT. Any translation to a format other than MicroStation (.dgn) format will be the responsibility of the consultant or the outside agency

ODOT specific seed files are located on the Department Web Site:

“[www.okladot.state.ok.us](http://www.okladot.state.ok.us)”.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Standard Cell Libraries/Resource Files

Policy No. 200-2

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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The Engineering Support Group will be responsible for developing and maintaining CADD standard cell libraries/resource files. Copies of standard cell libraries/resource files will be stored in a shared directory on a central server which is available to all users. Copies will also be maintained on the Department's Web server for consultants, contractors or other agencies doing business with ODOT..

Requests for additions, deletions, or revisions to standard cell libraries/resource files shall be forwarded to the Engineering Support Group for review and approval, as per CADD policy 100-6.

**Survey Division:**

Color Table: surct.tbl  
Font Library: surft1.flb.....MicroStation Version 4.0 Only  
font.rsc.....MicroStation Version 5.0 and above  
Cell Library: sur4.cel  
Linestyle Library: lstyle.rsc

**Bridge, Right-of-Way, Roadway & Traffic Divisions:**

Color Table: color.tbl  
Font Library: newfont.rsc  
Cell Library: 1.cel  
Linestyle Library: newline.rsc  
traffic.rsc (linestyles specific to Traffic Engr. Plans)

**Planning Division:**

Color Table: color.tbl  
Font Library: newfont.rsc  
planfont.rsc (used for special maps only, includes true type fonts)  
Cell Library: planning.cel (2D)  
Linestyle Library: comap.rsc

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Project Archival

Policy No. 300-1

Page 1 of 1

**Effective Date:** 1 Aug. 2000)

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At the time a project is awarded, all relevant files shall be archived to the IBM, using the archival routine. See Procedure No. 800-1 and 800-3.



**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Back-ups

Policy No. 300-2

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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Incremental and Disaster Back-ups are the responsibility of the Information Services Division. Backups are run automatically each day. See Procedure No. 800-4.

Additional back-up is recommended, at the discretion of the individual division.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Archiving

Policy No. 800-1

Page 1 of 4

**Effective Date:** 1 Aug. 2000

---

The Network File Catalog system, or NFC, is a UNIX based utility designed to archive files developed on Intergraph workstations to the mass storage on the IBM mainframe.

Each division has an archive catalog on the IBM mainframe, and in those various catalogs is the NFC catalog, and the archived files as named by the NFC software.

| Division                 | IBM Catalog | NFC Catalog               |
|--------------------------|-------------|---------------------------|
| Bridge                   | BRGARCH     | 'BRGARCH.BRGFILES.CATLG'  |
| Right-of-Way             | ROWARCH     | 'ROWARCH.ROWFILES.CATLG'  |
| Roadway Design           | RDYARCH     | 'RDYARCH.RDYFILES.CATLG'  |
| Survey                   | SRVARCH     | 'SRVARCH.ASBFILES.CATLG'  |
| Traffic                  | TRFARCH     | 'TRFARCH.TRFFILES.CATLG'  |
| Planning                 | PLNARCH     | 'PLNARCH.PLNFILES.CATLG'  |
| Rail Safety and Programs | RRSARCH     | 'RRSARCH.RRSFILES.CATALG' |

The naming conventions for archived files is:

**HIGHLVL.INT.SWO####.DSNAME.DATE**

For example; if a file was named 'prj1234.dgn' on the Intergraph workstation, was archived on September 22, 1993, by Roadway Design, and the SWO number is 4321, then the IBM archive file will be named:

**'RDYARCH.INT.SWO4321.PRJ1234.DGN.SEP2293'**

Before running NFC, you will need the following information:

1. The name(s) of the file(s) to be archived.
2. The password of the Logon I.D. you are using on the workstation.
3. A valid logon I.D. on the IBM
4. The password for the logon I.D. on the IBM
5. A job piece number for the project being archived.
6. The name of the primary county that the project is in.
7. A description of the project.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Archiving (Continued)

Policy No. 800-1  
Page 2 of 4

**Effective Date:** 1 Aug. 2000

---

8. The name of the project engineer (optional).
9. The name of the project draftsperson (optional).
10. The project SWO number.

A copy of the latest version of NFC is stored on each division's server in the 'user' login. It should be copied to each workstation and stored in the '/usr/bin' directory.

To run NFC: (Workstation responses will be in bold type)

– Type in **NFC**

**Enter the file name(s) to transfer to the IBM (wildcards ok)**

**Note:** You may enter multiple names delimited by blanks. Any combination of legal wildcards may be used.

(Enter the file name(s) or wildcarded filename(s). Wildcards are standard wildcard characters, i.e. \* any characters or \$ any one character)

**Enter you PASSWORD for user on this node.**

(This will be the user id you logged on to the workstation with)

**Enter your logon ID for the IBM [USER]**

(If USER is the same on the IBM as on your workstation, then hit enter. Otherwise, enter you USERID that you use to logon to the IBM)

**Enter you PASSWORD for [] on the IBM**

(Enter your password)

**Note:** The workstation password must be the valid password for the workstation login I.D. that you are presently using. Also the IBM logon I.D. and password must be valid or **NFC WILL FAIL!**

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Archiving (continued)

Policy No.  
800-1  
Page 3 of 4

**Effective Date:** 1 Aug. 2000

---

**Compiling list of file names.**

(If no matching file names were found in the present directory, the following prompt will be displayed.)

**No files were found as specified. 1 - Exit [\*] Retry**  
(The \* means any response other than 1 requests a retry.)

**Enter the Job Piece number in the form JP#####(##)**  
(The Job Piece number is one of the PRIMARY search fields for NFCINQ and is required.)

**Enter the county containing the project.**  
(The county must be one of the 77 valid county names spelled correctly. This field is also required.) If no match is found for the county name, the following will be displayed:

**We are talking about Oklahoma, aren't we?  
I couldn't find '?' in my list of county names.**  
(You will be prompted for the county name again)

**Enter the project description as it should appear in the catalog.**

**44 characters maximum**

**1-----44**

(This is a free form field that should contain as meaningful a description as is possible in 44 characters or less.)

**Enter the name of the project engineer. (Optional but recommended.)**

**Enter the name of the project draftsman. (Optional but recommended.)**

**No SWO number was found in the file name(s)**

**Please enter the SWO number in the form SWO####.**

(This prompt will appear if no SWO field was found in the workstation file names in the form ####.name.type. Enter the project's SWO number as #### or SWO####.)

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Archiving (continued)

Policy No.  
800-1  
Page 4 of 4

**Effective Date:** 1 Aug. 2000

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**Confirm IBM filename DIVARCH.INT.SWO####.FILE.NAME.DATE options are:**

**<RETURN>filename DIVARCH.INT.SWO####.FILE.NAME.DATE**

**- P purge filename from archive list**

**<KEYIN> filename = DIVARCH.INT.SWO####.<KEYIN>.DATE**

(You will be prompted for each file name in turn for you to accept <RETURN>, purge -P, or rename <KEYIN>.)

At the end of the list of IBM file names

**Total: #### blocks on ##(1.44m) floppie(s)**

**Press RETURN to continue.**

This is an estimate of the number of floppies to format if you backup projects to floppy disks.  
(Recommended)

This is the end of operator input to NFC. The screen will then display a series of 'processing...' messages, ending with:

**Done...**

If any messages other than the ones listed above are displayed, something has gone wrong.

**DO NOT delete the files on the workstation until you have verified that they have been successfully archived to the IBM.**

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Archived File Retrieval

Policy No. 800-2

Page 1 of 5

**Effective Date:** 1 Aug. 2000

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NFCINQ is UNIX based utility designed to retrieve archived files from archive catalogs on the IBM to UNIX workstations.

Each division has an archive catalog on the IBM mainframe. In these various IBM catalogs is the NFC catalog, and the archived files as named by the NFC software.

| Division                 | IBM Catalog | NFC Catalog               |
|--------------------------|-------------|---------------------------|
| Bridge                   | BRGARCH     | 'BRGARCH.BRGFILES.CATLG'  |
| Right-of-Way             | TOWARCH     | 'ROWARCH.ROWFILES.CATLG'  |
| Roadway Design           | RDYARCH     | 'RDYARCH.RDYFILES.CATLG'  |
| Survey                   | SRVARCH     | 'SRVARCH.ASBFILES.CATLG'  |
| Traffic                  | TRFARCH     | 'TRFARCH.TRFFILES.CATLG'  |
| Planning                 | PLNARCH     | 'PLNARCH.PLNFILES.CATLG'  |
| Rail Safety and Programs | RRSARCH     | 'RRSARCH.RRSFILES.CATALG' |

The naming convention for archived files is:

HIGHLVL.INT.SWO####.DSNAME.DATE

For example:

'RDSARCH.INT.SWO4321.PRJ1234.DGN.SEP2293'

Remember the files are being sent by the IBM, and there may be a delay before the files appear in your directory.

When the files appear in your directory, they will be named as:

####.name.type

#### is the four SWO digits.

name is the same as on the IBM between the SWO and the type.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Archived File Retrieval (continued)

Policy No. 800-2

Page 2 of 5

**Effective Date:** 1 Aug. 2000

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The type is the last field before the date field.

So if the file is named SRVARCH.INT.SWO1234.S3.TOPO.SEP1092 on the IBM, it will be named 1234.s3.topo on the workstation.

Before running NFCINQ, you will need the following information:

The **PASSWORD** of the **LOGIN ID** you are using on the **WORKSTATION**.  
A valid **LOGON ID** on the **IBM**.

The password for the **LOGON ID** on the **IBM**.

Which division's archives to search.

The **Project SWO** number, or

A **Job Piece Number** for the project to be archived, or

The **NAME** of the primary **COUNTY** that the project is in, or

A **DESCRIPTION** of the project.

To run NFCINQ:

Login to the workstation where the retrieved files will be stored. Enter '**NFCINQ**'

Read and follow the prompts. Text shown in bold print is what will appear on the screen.

**Enter your PASSWORD for wkstuid on this node.**

(This will be the user id you logged on to the workstation with)

**Enter your user ID for the IBM [WKSTUID]**

(If **WKSTUID** is the same on the **IBM** as on your workstation, then hit enter. Otherwise, enter your **USERID** that you use to logon to the **IBM**.)

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Archived File Retrieval (continued)

Policy No. 800-2

Page 3 of 5

**Effective Date:** 1 Aug. 2000

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**Enter your PASSWORD for (IBMLOGID) on the IBM.**

Note: The workstation password, the IBM LOGON ID, and IBM LOGON PASSWORD must be valid or NFC WILL FAIL.

At this point the following message will be displayed:

Enter the catalog to be searched. (Number to left of Division name)

- 1 - BRIDGE
- 2 - RIGHT-OF-WAY
- 3 - ROADWAY DESIGN
- 4 - SURVEY
- 5 - TRAFFIC
- 6 - PLANNING
- 7 - RAIL SAFETY AND PROGRAMS

Enter the division's index number of the archives to search.

**Select the Contents of the REPORT by:**

- 1 - SWO Number
- 2 - JOB Number
- 3 - COUNTY
- 4 - CHARACTER String
- 5 - EXIT

Enter the index of catalog header record field to search for, or EXIT.

If you select option 1, the following prompt will be displayed:

**Enter the SWO number in the form SWO####.**



**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Archived File Retrieval (continued)

Policy No. 800-2  
Page 4 of 5

**Effective Date:** 1 Aug. 2000

---

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The SWO may be entered as swo####, SWO####, or ####. If you select option 2, the following prompt will be displayed:

**Enter the Job Piece Number in the form jp#####(##)**

The job piece number may be entered as jp#####(##), JP#####(##), or #####(##).

If you select option 3, the following prompt will be displayed:

**Enter the COUNTY name in upper or lower case and spelled correctly.**

If you select option 4 the following prompt will be displayed:

**Enter the CHARACTER string (or case or help).**

Enter the character string as it is stored in the header (spaces count), or case to toggle case sensitive searches or help for an explanation of legal wildcard.

This will result in a series of 'processing...' messages ending with: **Trying pass # to retrieve list.**

Up to five passes will be attempted. If the reply has not been achieved by then, the following text will be displayed:

**The IBM must be having a bad day. Do you wish to continue?**

If a reply has not been achieved in five passes, it is recommended to try at a later time.

If no matching entries were found in the selected catalog, the following message will be displayed:

**NO ENTRIES FOUND IN 'catalog name'**

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Archived File Retrieval (continued)

Policy No. 800-2

Page 5 of 5

**Effective Date:** 1 Aug. 2000

---

If one or more matches were found in the catalog, the following will be displayed:

**ENTRIES FOUND IN SRVARCH.ASBFILES.CATLG**

**1>sw01234 jp07378(01) blaine sh51a watonga to sh8a**

**2>sw0 1234 jp07378(01) blaine sh51a south + Int. sh51**

**To select a group of files for retrieval from the archives to this workstation, enter the number to the left of the record or RETURN for none.**

Enter one of the index numbers, or RETURN to exit the program.

If one of the indexes was chosen, a typical response would be:

**1>All**

**2>SRVARCH.INT.SWO1234.CL.S3.CMD.SEP1092**

**3>SRVARCH.INT.SWO1234.CL.S3.DGN.SEP1092**

**4>SRVARCH.INT.SWO1234.CL.S3.REF.SEP1092**

**5>SRVARCH.INT.SWO1234.CL.S3.RPT.SEP1092**

**6>SRVARCH.INT.SWO1234.S3.DAT.SEP1092**

**7>SRVARCH.INT.SWO1234.S3.SFF.SEP1092**

**8>SRVARCH.INT.SWO1234.S3.TIM.SEP1092**

**9>SRVARCH.INT.SWO1234.S3.TOPO.SEP1092**

**To select files for retrieval from the archives to this workstation, enter the number to the left of the record or RETURN for none.**

A 1 will retrieve all of the files, or select the files you want by entering their indexes separated by spaces (i.e., 2 8) to retrieve SRVARCH.INT.SWO1234.CL.S3.CMD.SEP1092 and SRVARCH.INT.SWO1234.S3.TIM.SEP1092.

Entering a RETURN will bypass retrieving any files, and a list of the files will be saved in nfcing.lis.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Alternate Archiving Method

Policy No. 800-3

Page 1 of 2

**Effective Date:** 1 Aug. 2000

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1. Make sure that all files to be archived have names of 8 characters or less and start with a letter and do not contain any special characters (underscore, question marks, etc.).
2. Place all files of a job to be archived in to a single directory. (The main directory may contain sub directories if needed.)
3. Complete an archive Request form and submit the form to the person responsible for archiving.
4. Map network Drive to the computer containing the files to be archived.
5. Start the MSDOS Command Prompt and change directory to the network directory containing the files to be archived.
6. Key in *ftp dsibm* and enter ibm user id and password.
7. Change directory to the appropriate archive directory. (Example: For a job with the job piece number 12345(04) type: *cd rdsarch.int.j1234504*.)
8. Change directory to the sub directory to which the files are to be archived.
9. Key in *bin*
10. Key in *prompt* (optional - the prompt command turns off the option to confirm that the file is to be transferred).
11. Key in *mput \*.\**. This archives all the files in the current directory.
12. When finished, key in *bye* to exit ftp.
13. If there are sub directories to be archived, change directory to the sub directory then repeat steps 6 through 12, incorporating the sub directory name in step 7. (Example: type: *cd rdsarch.int.j1234504.inroads*).

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Alternate Archiving Method (continued)

Policy No. 800-3

Page 2 of 2

**Effective Date:** 1 Aug. 2000

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14. When finished with all subdirectories key in bye to exit ftp.
15. Key in exit to close the MSDOS window.
16. Disconnect the Network Drive.

To retrieve archived files follow the directions above replacing get or mget with put or mput

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Electronic File Transfer

Policy No. 800-4

Page 1 of 4

**Effective Date:** 1 Aug. 2000

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Electronic file transfer via ftp (file transfer protocol).

Ftp is to be used by authorized personnel to transfer files outside of the department

Syntax for common file transfers:

To initiate a connection to a remote node:

```
$ ftp [nodename]
```

Name (remote node name:current local directory): specify remote login directory and answer the password prompt.

\* Note: You cannot access an un-passworded login (such as user) using ftp.

To set the file transfer type to binary for Intergraph file transfers (the default is ascii):

```
ftp>binary
```

To receive a single file from a remote node:

```
ftp>get [remotefile] [localfile]
```

\*Note: If you do not specify a name for the local file, it is named as the remote file name.

To receive multiple files from a remote node:

```
ftp>mget [remotefiles] (wildcards are acceptable with glob toggled to on. The default for glob is on).
```

Currently used ftp commands:

**ascii**

Sets the file transfer type to network ASCII, the default type.

**binary**

Sets the file transfer type to support binary image transfer. Use this type for most Intergraph files.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Electronic File Transfer (continued)

Policy No. 800-4

**Effective Date:** 1 Aug. 2000

Page 2 of 4

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**bye**

Terminates the session with remote server and exits ftp. An end of file also terminates the session and exits.

**cd remote-directory**

Changes the working directory on the remote machine to [remote directory].

**close**

Terminates the session with the remote machine and returns to the ftp> prompt.

**get remote-file [local-file]**

Copies the remote-file and stores it on the local machine. If you do not specify a local filename, the name stays the same as it is on the remote machine. A file transfer uses the current settings for type, format, mode, and structure.

**glob**

Allows or disallows the use of wildcard characters in filenames. If wildcard characters are enabled, you can use wildcard characters to specify multiple files with the mdelete, mdir, ,get, mls, and mput commands. The glob ("global") command is a toggle command. Wildcard use defaults to enabled. You can also use the -g option on the ftp command line to disable the use of wildcards.

**ls remote-directory [local-file]**

Prints as abbreviated list of remote directory's contents. If yo do not specify a remote directory, the current working directory is used. If no local file is specified or if local-file is -, the output goes to the terminal.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Electronic File Transfer (continued)

Policy No. 800-4

Page 3 of 4

**Effective Date:** 1 Aug. 2000

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**mget** remote files

Expands the remote-files on the remote machine and executes get for each filename produced. See glob for details on the filename expansion. Files are transferred to the local working directory, which can be changed with the "lcd directory". New local directories can be created with the "! Mkdir directory".

**mkdir** directory-name

Makes a directory on the remote machine.

**mput** local-files

Expands wildcard in the list of local files given as arguments and executes put for each file in the resulting lists. See glob for details on filename expansion.

**open** host [PORT]

Establishes a connection to the specified host. The specified host can be a nodename or an Internet address. You can also supply an optional port number. In this case, ftp attempts to contact an ftp server at that port. If the auto-login option is on (default), ftp will also attempt to automatically log the user in to the specified host.

**put** local-file [remote-file]

Copies a local file to remote system. If you do not specify remote-file, ftp uses the local filename. File transfers use the current settings for type, format, mode, and structure.

**pwd**

Prints the name of the remote system's current working directory.

**quit**

Same as the bye command, which exits you from ftp.

**send** local-file [remote]

Same as the put command.

**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Electronic File Transfer (continued)

Policy No. 800-4

**Effective Date:** 1 Aug. 2000

Page 4 of 4

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**status**

Shows the current status of ftp.

See the Commonly Used ftp Commands for a list of other file maintenance commands and explanations or consult the CLIX TCP/IP User's Guide for further information.



**OKLAHOMA DEPARTMENT  
OF TRANSPORTATION  
CADD POLICY AND PROCEDURES MANUAL**

**Subject:** Backup Retrieval

Policy No. 800-5

Page 1 of 1

**Effective Date:** 1 Aug. 2000

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Incremental backups are performed daily to an 8mm tape backup system in the Information Services Division.

**Notes:**

Backup retrieval must be done by a user with administrator privileges.

Backup retrieval can be done remotely if the administrator's computer has been added to the users ADSM backup Authorization. This must be done on each user's computer.

**To recover backups:**

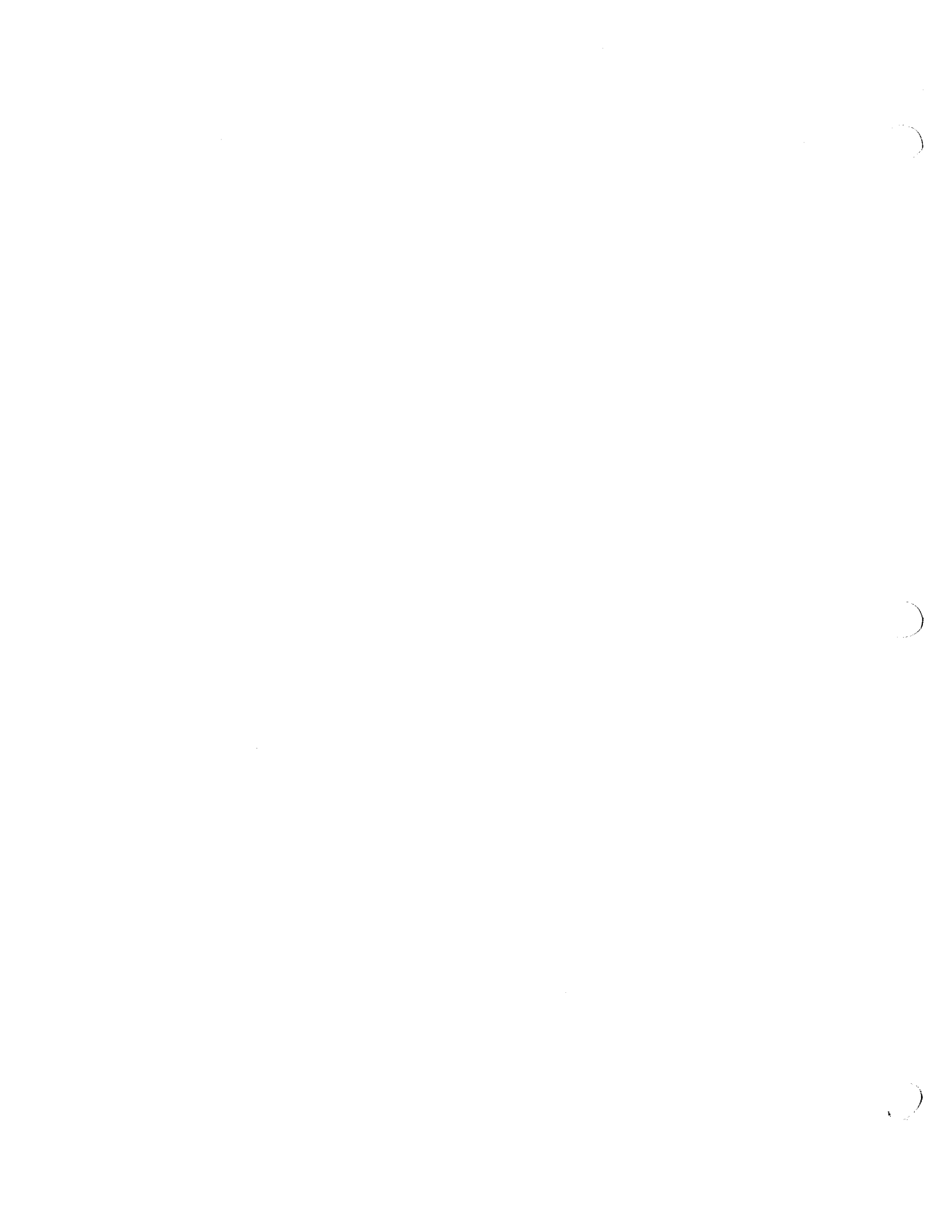
Notify the system administrator in your division of the need for a backup recovery or call the ISD Help Desk at 1-4195. The following information must be provided at the time the request is made.

Nodename of the computer where the file resided. (As in RURPC14)

The filename(s) of the files to be retrieved

The full path, including drive, of the directory location of the file(s) at the time they were lost or corrupted.

If files of the same name still reside at that location, they should be moved by the user prior to making the request. Existing files of the same name will be overwritten at the time the backup recovery is done.



# **CADD MANUAL TABLE OF CONTENTS**

## **SECTION 1: FILE TRANSFER**

- 1-1 Naming Conventions
- 1-3 Bridge Naming Conventions
- 1-4 File Transfer
- 1-6 Storing/Restoring Floppies
- 1-7 WinZip
- 1-8 PKZIP For Windows
- 1-9 Retrieving Back-ups From IBM

## **SECTION 2: JOB PRODUCTION**

- 2-1 Seed Files
- 2-2 Working Units & Global Origin
- 2-3 Steps To Construct Plan and Profile Sheets
- 2-5 Using Reference Files To Construct P&P Sheets
- 2-6 Scale Factors
- 2-7 Mass Diagram
- 2-9 InRoads Mass Diagram
- 2-10 Pay Quantity Sheet

## **SECTION 3: TITLE SHEETS**

- 3-1 Creating Title Sheets
- 3-3 Layout Maps For Title Sheets

## **SECTION 4: MICROSTATION COMMANDS**

- 4-1 MicroStation Tips
- 4-7 Useful MicroStation Commands
- 4-8 Custom Line Styles
- 4-9 Key-in Palette Options
- 4-10 Locks & Attributes
- 4-11 MicroStation Key-ins
- 4-12 Newfont Character Symbols

## **SECTION 5: MICROSTATION CELLS AND LINE STYLES**

- 5-1 Roadway Cell Library
- 5-18 Roadway Line Style Library
- 5-21 Pen Table

## **SECTION 6: PLOTTING INFORMATION**

- 6-1 Plotting Information
- 6-2 Plotting Plan and Profile Sheets
- 6-3 Plotting .set Files
- 6-4 Pen Table Files With Character String

## **SECTION 7: SURVEY DIVISION**

- 7-1 Inserts From Survey

## **SECTION 8: MISCELLANEOUS NT COMMANDS**

- 8-1 MSDOS Command Prompt
- 8-2 NT Tips and Hints
- 8-3 Lotus Notes Tips

## **SECTION 9: LEVEL, WEIGHT, and COLOR GUIDE**

- 9-1 Sheet Layout
- 9-2 Area Patterns
- 9-3 R/W Plans (Specific to R/W Division)
- 9-5 Survey (Specific to Survey Division)
- 9-6 Existing TOPO
- 9-15 New Construction

# SECTION 1

# FILE TRANSFER

## NAMING CONVENTIONS

Following a standard filing system will allow all divisions access to files quickly and easily. Specific naming conventions are also used for archiving. It is important they be followed.

**NAMING DIRECTORIES** - All jobs should be kept in a directory called /usr2/jobs/. All files related to a specific job should be kept in a single subdirectory. The directory name should be the J/P number.

**example:** /usr2/jobs/12345/

**FILE NAMES** - Each file in a directory must have a unique name. The IBM allows eight characters between ".s", the first one being a letter. Therefore, **names can only be eight character segments, separated by a ".", and starting with a letter.** All drawing files should end with a ".dgn" extension. The file name should relate to the files' function. Example: a typical section drawing for a job in Oklahoma County could be named: oklatyp.dgn Including the county, Job Piece or Project number in the file name is not necessary since the files will be stored, both on workstation and in the archive, under the job/piece number.

This allows other operators to know what is in a file without having to open it. In the case of multiple sheets of the same name a numeric may be added to each file name as in : 2 typical section files would be named: typical1.dgn and typical2.dgn

Suggestions for drawing file names: (# is a number added if multiple sheets of same name)

Roadway Design:

|              |   |
|--------------|---|
| title.dgn    | - title sheet                                 |
| typical#.dgn | - typical section sheets                      |
| typsec#.dgn  | - typical section sheets                      |
| detail#.dgn  | - detail sheet                                |
| drnstr.dgn   | - detail of drainage structures               |
| detmdop.dgn  | - detail of median opening                    |
| detdrv.dgn   | - detail of drives                            |
| detst.dgn    | - detail of street returns                    |
| detour.dgn   | - detour layout sheet                         |
| survdat#.dgn | - survey data sheets                          |
| swp.dgn      | - storm water management sheet                |
| hydraul.dgn  | - drainage layout sheet                       |
| layout.dgn   | - geometric layout                            |
| massdia.dgn  | - mass diagram sheet                          |
| massml#.dgn  | - mass diagram mainline                       |
| massdet.dgn  | - mass diagram detour                         |
| masslt.dgn   | - mass diagram left side of widen and resurf  |
| massrt.dgn   | - mass diagram right side of widen and resurf |
| summary#.dgn | - summary sheets                              |
| sumdrstr.dgn | - summary of drainage structures              |

|             |  |
|-------------|--|
| sumsurf.dgn | - summary of surfacing quantities            |
| sumew.dgn   | - summary of earthwork                       |
| pqrdwy.dgn  | - pay quantities - roadway                   |
| pqnotes.dgn | - pay quantity notes                         |
| pp0#.dgn    | - plan and profile sheets                    |
| ppstub#.dgn | - plan and profiles of stub connection       |
| ppramp#.dgn | - plan and profiles of entr. or exit ramp    |
| topo.dgn    | - topography of existing survey              |
| align.dgn   | - new construction alignment 3D file         |
| const.dgn   | - new construction's 3D file                 |
| prof.dgn    | - profiles 3D files                          |
| pattern.dgn | - patterns used as reference for P & P sheet |
| xsec.dgn    | - cross section sheets                       |

Traffic sheets:

|              |                                 |
|--------------|---------------------------------|
| sumtrf.dgn   | - summary of traffic quantities |
| pqtraf.dgn   | - pay quantities - traffic      |
| sumsign.dgn  | - summary of signing            |
| sumlgt.dgn   | - summary of lighting           |
| sgnstp#.dgn  | - signing and striping          |
| trfctrl#.dgn | - traffic control sheet         |
| light#.dgn   | - lighting sheet                |
| signal#.dgn  | - signalization sheet           |
| strpdet.dgn  | - striping detail sheet         |

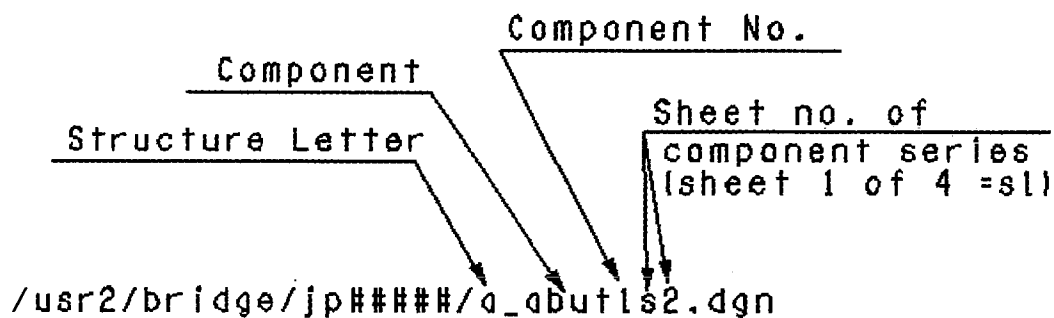
## BRIDGE NAMING CONVENTIONS

Standard Filing System for bridge division will allow all divisions access to files quickly and easily.

`/usr2/bridge/jp####/a_filenamn.dgn`

The *n* in bold italics in the file names are in place of the number for sheet *n* of *n* ie: a\_abut1.dgn and b\_abut2.dgn.

It may be necessary to add a s and *n* at the end of the file name of some design sheets. This would only be on sheets where there are multiple sheets with multiple components.



/title.dgn  
 /sum.dgn  
 /pnpn.dgn  
 /a\_gpe.dgn  
 /b\_gpe.dgn  
 /a\_foundn.dgn  
 /a\_substr.dgn  
 /a\_abutn.dgn  
 /a\_wingn.dgn  
 /a\_under.dgn  
 /a\_piern.dgn  
 /a\_supern.dgn  
 /a\_beamn.dgn  
 /sejn.dgn  
 /a\_appslb.dgn  
 /a\_trail.dgn  
 /a\_drains.dgn  
 /piling.dgn  
 /a\_slopewln.dgn  
 /a\_retainn.dgn  
 /chnlchgn.dgn



## FILE TRANSFER

### ftp From MSDOS Command Prompt:

**NOTE:** Be sure to change directories to the correct directory on your workstation before keying in the ftp command. Do not omit "**bin**" (binary) for all drawing files. For more than one drawing at a time, key-in "**prompt**" before mget or mput to keep from hitting y (yes) to accept each file.

#### get & mget

- dsibm to PC.
- Key-in: **ftp dsibm**
- Your IBM Login: **user id**
- user id IBM Password:
- ftp> **dir** (list dir)
- ftp> **cd dirname** (move to or create a directory)
- ftp> **bin** (for all drawing files)
- ftp> **get filename** (for one file) or **mget** (for multiple files)

#### put & mput

- PC to ibm.
- Key-in: **ftp dsibm**
- ftp> **bin** (for all drawing files)
- ftp> **put filename** (for one file from) or **mput** (for multiple files)

#### PC to PC

- Key-in: **ftp nodename**
- Name (computer id:user): **user**
- Password:
- Follow the steps above to get or put files.
- 

Key-in **bye** to exit ftp command.

### FILE MANAGER:

File Manager may not be available in future versions of NT. It would be beneficial to learn to use the Network Neighborhood Explore.

- Under **FILE MANAGER** select **DISK > CONNECT NETWORK DRIVE**
- Double click on the computer to be connected to.
- Double click on the directory name and follow the path down to the file(s) needed.
- If an entire directory is needed, hold the left mouse button down on the directory name and drag it to the directory on your computer.

**NETWORK NEIGHBORHOOD/EXPLORE:**

- Use the **right** mouse button to click the **Network Neighborhood** icon.
- Click on **Explore** with the **left** mouse button.
- Double click on the workstation you want to connect to.
- Move to the directory where the file(s) you want are located.
- On the right side of the window - **right** mouse click on the file you want. If there is more than one file to be retrieved: highlight all the files to be copied with the **left** mouse button then, click the **right** mouse button. Hold the **Ctrl** button down to select random files then, click the **right** mouse button.
- Select **Copy** with the **left** mouse button.
- On the left side of the window double click on **My Computer**.
- Double click on the drive where the file(s) will be placed.
- Move to the directory where the file(s) will be placed.
- **Right** mouse click on the directory name.
- Select **Paste**.

The file(s) should be shown on the right side of the window.

**NETWORK NEIGHBORHOOD/EXPLORE/MAP NETWORK DRIVE:**

From the Network Neighborhood/Explore window select **Tools =>Map Network Drive**

Double click on the workstation you want to connect to.

Move down the left side of the window until you find the workstation

It will look something like this:usr2 on 'Rdypc28' (E:) Double click on it.

Move to the directory where the file(s) are and follow the previous instructions for cut and paste.

**NOTE:** A drawing file (\*.dgn) may also be opened from another workstation by double clicking on the file name. You are connected to the other computer and the file will **NOT** be transferred. If the file opens as Read Only, there is a good chance someone else is already in it.

To disconnect, click **Tools => Disconnect Network Drive**.

Highlight the drive and click **OK**.

The message: There are currently files open on E: (connected to \\Rdypc28\usr2). If you do not close the files before disconnecting from the network device, data may be lost. Do you want to disconnect the device anyway? Click **YES**.

## STORING TO FLOPPIES:

### FILE MANAGER:

#### FORMAT DISK

- Place a diskette in the drive.
- Click **File Manager => Disk => Format Disk => OK**
- “Formatting will erase **ALL** data from your disk. Are you sure you want to format the disk in drive A?” **Yes**
- Do you want to format another disk?           **Yes    No**

#### STORE TO DISK

- From **File Manager**
- Place a formatted diskette in the drive.
- Move to the directory with the files to be stored in one window.
- Change to the **A** drive in a second window.
- Select the file(s) to be stored and drag to the **A:\** window.
- “Are you sure you want to copy the selected files or directory to **A:\**?”           **Yes**

#### RESTORE FROM DISK

- From **File Manager**
- Place the diskette in the drive.
- Move to the directory where the file(s) are to be placed.
- Change to the **A:\** drive in a second window.
- Drag the file(s) from the **A:\** window to the directory where the file(s) are to be placed.
- “Are you sure you want to copy the selected files or directory to **C:\usr2**?”**Yes**

### NETWORK NEIGHBORHOOD/EXPLORE:

- Double click on My Computer => 3 1/2 Floppy (A:)
- Everything else will be the same as transferring files from one computer to another.
- Use the Cut and Paste commands to cut from either the floppy or the computer and paste the file(s) to the other location.

If the files are too big to fit on one floppy, pkzip, or winzip will need to be used. Follow the instructions in the following page's (1-5) for pkzip, pkunzip, and winzip.

**WINZIP**

There should be an icon on your desktop, if not:

Check under the top half of **START** or

Click **START > PROGRAMS > WINZIP > WINZIP 6.3 32-BIT**

The [**I AGREE**] evaluation window must be selected. This version of WinZip is for evaluation purposes. If ISD decides to keep WinZip they will acquire a license and this step will not be necessary.

**TO ZIP FILES:**

- Click **NEW**
- Change to the directory the zip file is to be located (a\ for floppies)
- Click in the **FILE NAME** box and key in a name for the zip file (no extension)
- Click **OK**
- Change **ADD FROM:** to the directory where the files are located
- Select the file(s) to be zipped
- Click **ADD**
- This will create a file with the name given in step three with a .zip extension, in the directory specified in step two

**TO UNZIP FILES (EXTRACT):**

- Click **OPEN**
- Change to the directory with the name.zip file in it
- Click on the file name
- Click **OPEN**

**TO EXTRACT A SPECIFIC FILE:**

To extract a specific file(s)

- Click on the file(s) to be extracted
- Click **EXTRACT**
- Move to the directory the files are to be placed in
- Make sure the **FILES** is clicked to **SELECTED FILES**
- Click **EXTRACT**

**TO EXTRACT ALL FILES:**

To extract the entire zip file

- Follow the first three steps from above
- Make sure **FILES** is clicked to **ALL FILES**
- Click **EXTRACT**

When finished **EXIT** out of WinZip

WinZip and PKZIP can be used for any zip file. WinZip files can be unzipped in PKZIP and vice versa.

## **PKZIP FOR WINDOWS**

This software is shareware and can be obtained from any computer that already has it.

- Double click the **PKZIP** icon.
- Place a formatted diskette in the drive.
- Click **File => New**
- File Name: file.zip (**DO NOT** hit enter unless it is to be zipped on the workstations **C:\** drive.)
- Change **Drives:** to **A:**
- Then click **OK**.
- Change **Drives:** in this palette to the **C:\** drive.
- Under **Directory** change to the directory to be zipped and stored.
- Select file(s) to be zipped and stored then, click **Add Files and OK**.
- Click **done** when finished and a table will appear showing information pertaining to the stored files.
- Click **File => Exit => OK**

## **PKUNZIP**

- Double click the **PKZIP** icon.
- Place the diskette in the drive.
- Click **File => Open**
- Change the drive to **A:\**
- Select the filename.zip to be restored then, click **OK**.
- A table will appear with information pertaining to each file stored.
- Select the file(s) to be unzipped and restored to the **C:\** drive.
- Or click **Select => All**
- Click **Unzip => Extract files**
- Change to the directory where files(s) are to be placed.
- Click **Extract**.
- Click **done** when finished.
- Click **File => Exit => OK**

## **BACKUP**

**(ADMINISTRATOR'S ONLY)**

To retrieve backups from the IBM it is necessary to have an administrator log into the workstation. Once logged in as administrator:

Click **START > PROGRAMS > ADSM NT CLIENT > ADSM BACKUP**

Once adsm backup is started, select the drive the backup file(s) is on and wait for the directory structure to come up. Move through the directory structure until the file(s) is found then, select and retrieve all files needed. Available options allow files to be replaced in the same location as they were stored from or renamed and moved to another location.

# SECTION 2

# JOB PRODUCTION

## SEED FILES

Seed files are located on **DSDPS04** in the **Seeds** directory with sub-directories for each division. If there is a copy of these files on other workstations, they will need to be updated any time changes have been made to the originals.

The **/Seeds/date.txt** text file will show which files were changed, when and what the changes were.

Example Directory structure:

### **/Roadway/dgn/english:**

blank2d.dgn  
blank3d.dgn  
sht100.dgn  
summary.dgn  
title.dgn  
typical.dgn

### **/Roadway/dgn/metric:**

m100pnp.dgn  
m50pnp.dgn  
mdetail.dgn  
metric2d.dgn  
metric3d.dgn  
metricpp.dgn  
mtitle.dgn  
typicalm.dgn

### **/Traffic/dgn/seeds:**

|              |             |
|--------------|-------------|
| e100blk.dgn  | m500blk.dgn |
| e10blk.dgn   | mblk.dgn    |
| e20blk.dgn   | pqsheet.dgn |
| e50blk.dgn   | pqsum.dgn   |
| eblk.dgn     | setup.bat   |
| m1000blk.dgn | stdblk.dgn  |
| m100blk.dgn  | title.dgn   |
| m200blk.dgn  |             |

### **/Traffic/dgn/seeds/LIGHTING/detail:**

elight.dgn  
litsch.dgn  
mlight.dgn  
pqsum.dgn  
title.dgn

### **/Traffic/dgn/seeds/SIGNALS/detail:**

esignal.dgn  
flash2pl.dgn  
flash4pl.dgn  
loops.dgn  
msignal.dgn  
phase02.dgn  
phase04.dgn  
phase05.dgn  
phase08.dgn  
pqsum.dgn  
psdimn1.dgn  
psdimn2.dgn  
title.dgn

### **/Traffic/dgn/seeds/SIGNING/detail:**

ENGLISH.FMT  
ENGLISH.WK1  
eohssd.dgn  
esign.dgn  
METRIC.FMT  
METRIC.WK1  
mohssd.dgn  
msign.dgn  
Pqsum.dgn  
ra.dgn  
signsum.dgn  
ss.dgn  
title.dgn

Retrieve the file(s) needed and rename them to match the naming conventions (1-1).

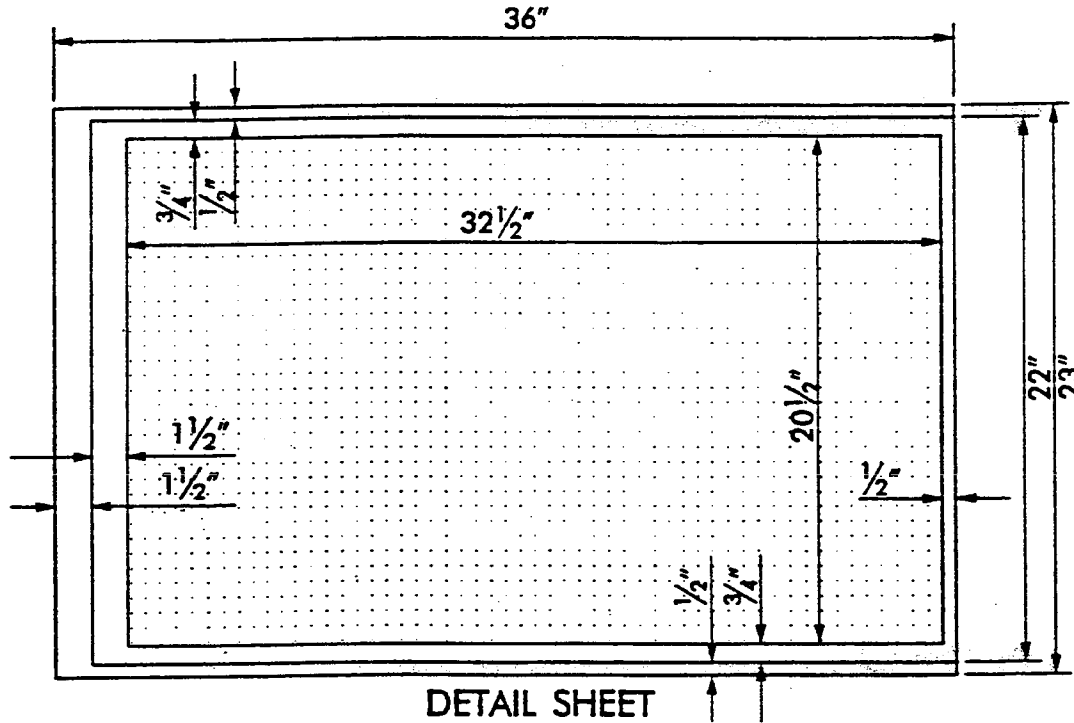


# STANDARD SHEET DIMENSIONS

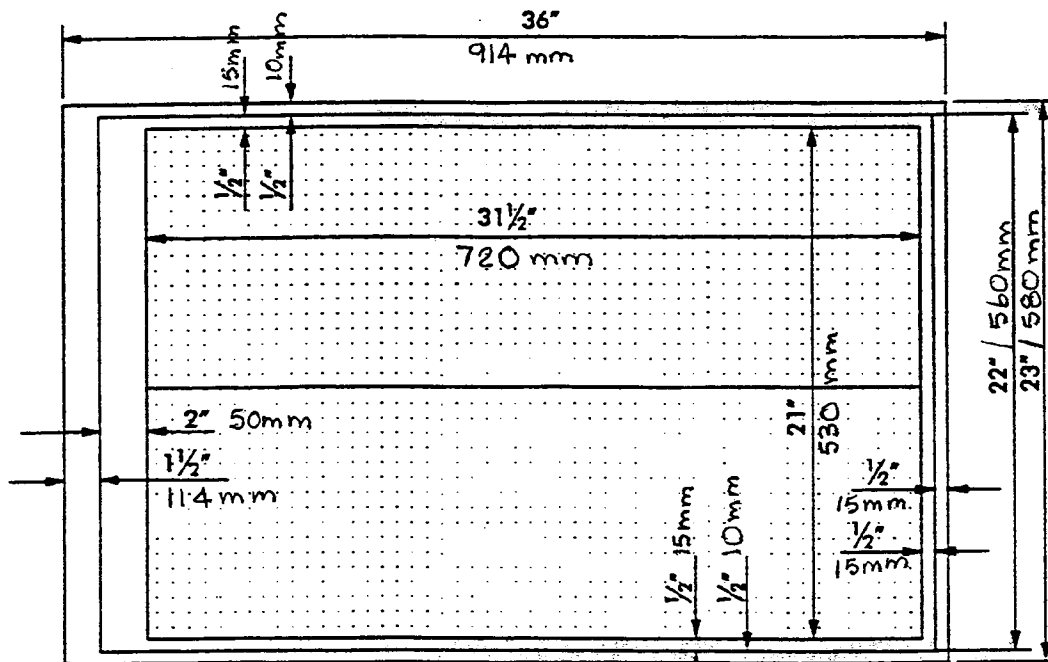
Sheets shall be 36" x 23" with the working area 32½" x 20½" plan & profile sheets shall be 36" x 23" with the working area 31½" x 21".

All printing and/or titles shall be placed inside the working area. See details below for proper dimensions.

There shall be no stick-ons or other surface adhesives on the final plans, except that on right-of-way plans a patterned surface adhesive similar to "zip-a-tone" shall be used in accordance with the "specification for right-of-way plans".

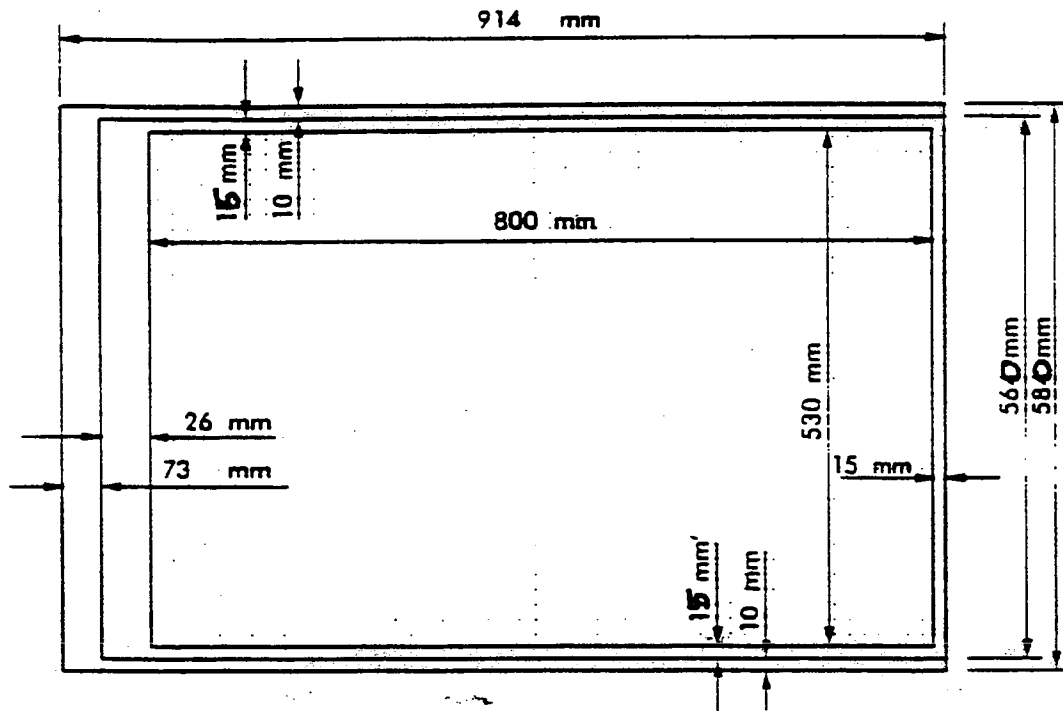


DETAIL SHEET



P & P SHEET

# STANDARD SHEET DIMENSIONS



CROSS SECTION SHEET  
& DETAIL SHEET

## WORKING UNITS AND GLOBAL ORIGIN

Note: The working units and global origin have already been set in the seed files described on the previous page (2-1). Using a preset seed file eliminates having to setup any drawing files.

### English (Imperial):

#### Unit Names

Master Units **FT**  
Sub Units **TH**

#### Resolution

10 **TH Per FT**  
120 **POS UNITS Per TH**

#### Working Area

3579139 SQ FT

#### Global Origin

Lower Left  
2d => Go = 0.0000,0.0000  
3d => Go = 0.0000,0.0000,1789569.7067

### Metric:

#### Unit Names

Master Units **M**  
Sub Units **CM**

#### Resolution

100 **CM Per M**  
40 **POS UNITS Per CM**

#### Working Area

1073741 M Square

#### Global Origin

Lower Left  
2d => Go = 0.0000,0.0000  
3d => Go = 0.0000,0.0000,536870.9120

## STEPS TO CONSTRUCT PLAN AND PROFILE SHEETS

1. **Request job files** - Fill out **PROJECT REQUEST FORM** with the following information: **SWO number, Job Piece Number, County, Highway, Workstation Node, and Directory Pathname.** **Station Extents and Description** are also helpful.
2. Submit the completed **PROJECT REQUEST FORM** to the person in charge of retrieving Survey files in your division.
3. **Convert 2d files to 3d** - Enter the 2d drawing. From the **Menu Bar** select: **FILE=> EXPORT => 3d.** Enter a unique name for the 3d file with a **.dgn** extension.
4. **Copy a blank 3d drawing file** - from the seed directory (2-1).
5. **Display the Horizontal Alignment** - Using the **Inroads** icon, enter the blank 3d drawing file copied in step 4. From the **Inroads Bar Menu** select:  
**File => Geometry => Open => Filename.** If there is no geometry file present, one will have to be built. From the **Inroads Bar Menu** select **View => Active => Horizontal Alignment.**
6. Using two views **WINDOW AREA** around the beginning station in one view and the ending station in the second view of sheet one.
7. In the **Key-in** window, key-in **active angle pt2.** Snap to the beginning station of the sheet and accept, then snap to the ending station of the sheet and accept to set the active angle.
8. Attach the Metric (**metsht**) or English (**shtblk**) sheet block cell from the **1.cel** library.
9. Snap to the station at the beginning of the sheet and accept. Repeat steps 6 through 9 until all sheet blocks are placed.
10. **WINDOW AREA** around the end of sheet block 1 and the beginning of sheet block 2.
11. Select the **EXTEND ELEMENT TO INTERSECT** command. Pick the station tick and extend it to the top of the first sheet block. Next, extend the same tick to the bottom of the first sheet block. This will be used with the clip boundary fence. Repeat steps 10 and 11 for the remaining sheets.
12. **Utilities** - If a utility file is not provided by the Survey Division, they should be drawn at this time. Working in the drawing file that contains the sheet blocks with Inroads, select:  
**File => Geometry => Open => Filename.** Check the active alignment by selecting:  
**Utilities => Active Geometry** from the **InRoads Bar Menu.** From the **Active Geometry** pop-up pick the **SELECT** bar. Choose **Horizontal Alignment.** In the **AVAILABLE** box select the centerline alignment.
13. Set the proper **level, weight, color, and line style** for the utility line to be drawn.

14. Select the **Place Smartline** command from the **Main** palette. The line string can be drawn using the **SO=<station>,<offset>** command. When using the **SO** command, remember to the left is negative, right is positive. Continue with the **SO** command until the end of the utility line is reached.
15. If an incorrect entry is made, **DO NOT RESET!**. Instead, enter the correct data and continue to the end. After the line is finished, **Window Area** around the error. Select the **DELETE VERTEX** command from the **MAIN** palette. Pick the bad vertex and accept.
16. **Label utility lines** - In the **Key-in** window, key-in **active angle pt2**. Pick two points along the utility line where the label will be placed. Using the **PLACE TEXT** command, enter the label and place it. Repeat steps 13 - 16 for each utility line and R/W lines.
17. **Reference Files** - Follow directions in section 2-5 to attach reference files.
22. Using the **MOVE ELEMENT** command relocate overlapping text so that the plans are readable. This may involve relocating text in the reference files also. If so, from the **Key-in** window select **FILE => OPEN**. From the **Open Design File** pop-up, choose the file to be edited. Attach the reference files needed and relocate the text as needed. Files from other divisions should not be edited. For example: Roadway Design should not edit Survey files.
23. Construct other elements needed in the same manner as described above.

## REFERENCE FILES

### Using Reference Files To Construct Plan and Profile Sheets

1. Enter the P & P sheet drawing.
2. From the **Menu Bar** select **FILE => REFERENCE**.
3. In the **Reference Files** pop-up, select **TOOLS => ATTACH**.
4. In the **Attach Reference Files** pop-up select the file to be attached. Highlight the filename then click on the **OK** button.
5. In the **Logical Name** pop-up, enter a name for the reference file that describes the function of the file. (e.g. topo, profile, newconst...)
6. In the **Reference Files** pop-up, make sure **DISPLAY, SNAP** and **LOCATE** are on.
7. Repeat steps 1 through 6 for each reference file needed. Do not attach the P & P sheet border at this time.
8. Window Area around the sheet block (reference file) for the P & P sheet. Make sure the entire block is visible.
9. Key-in **Rotate View Element** select the bottom line of the sheet block and data point in the view window.
10. Select the **Place Fence Shape** command. Place a fence around the sheet block snapping to each corner.
11. In the **Reference Files** pop-up, highlight the reference files to be clipped. Select **TOOLS => CLIP BOUNDARY**.
12. Attach the P & P sheet border using the saved view in the reference file.
13. In the **Reference Files** pop-up, select **TOOLS => MOVE**. Snap to the center bottom of the **plan portion** of the P & P sheet and accept. Next, Snap to the center bottom of the **sheet block** and accept.

## SCALE FACTORS

Fonts: **newfont.rsc**

Path: bentley > workspace > wsmod > system > symb  
(SCALE - refers to the scale of a Leroy Guide)

| ENGLISH |      |      |      | METRIC    |      |       |
|---------|------|------|------|-----------|------|-------|
| SCALE   | 100' | 50'  | 20'  | 1000<br>m | 500m | 250m  |
| 100     | 10.0 | 5.0  | 2.0  | 2.5       | 1.25 | 0.625 |
| 120     | 12.0 | 6.0  | 2.4  | 3.0       | 1.5  | 0.75  |
| 140     | 14.0 | 7.0  | 2.8  | 3.5       | 1.75 | 0.875 |
| 175     | 17.5 | 8.75 | 3.5  | 4.5       | 2.25 | 1.063 |
| 200     | 20.0 | 10.0 | 4.0  | 5.0       | 2.5  | 1.25  |
| 240     | 24.0 | 12.0 | 4.8  | 6.0       | 3.0  | 1.5   |
| 300     | 30.0 | 15.0 | 6.0  | 7.3       | 3.67 | 1.835 |
| 350     | 35.0 | 17.5 | 7.0  | 9.0       | 4.5  | 2.25  |
| 500     | 50.0 | 25.0 | 12.5 | 12.5      | 6.25 | 3.125 |

Linestyles: **roadway.rsc**

Path: bentley > workspace > system > symb

| LINESTYLE SCALE FACTORS |      |            |       |
|-------------------------|------|------------|-------|
| ENGLISH                 |      | METRIC     |       |
| 100 Scale               | 1.00 | 1000 Scale | 0.25  |
| 50 Scale                | 0.50 | 500 Scale  | 0.125 |
| 20 Scale                | 0.20 | 250 Scale  | 0.625 |

Cells: **1.cel**

Path: bentley > workspace > system > cell

| CELL SCALE FACTORS |      |            |        |
|--------------------|------|------------|--------|
| ENGLISH            |      | METRIC     |        |
| 100 Scale          | 1.00 | 1000 Scale | 0.8333 |
| 50 Scale           | 0.50 | 500 Scale  | 0.4167 |
| 20 Scale           | 0.20 | 250 Scale  | 0.2089 |

## HOW TO IMPORT A MASS DIAGRAM FROM AN ASCII FILE

1. Using a text editor, create a file containing the mass ordinate information. This file will need a .se extension. Use the following format:

station ordinate pen-flag

The pen-flag should be set as follows:

- 1 - for the first entry.
- 6 - for the last entry or each entry in an exception.
- 0 - for all other entries.

### EXAMPLE:

```
38200 483818 1 }first entry
38200 479640 0
38400 475050 0
38455 472326 0
38456 472301 0
38456 472301 6 }begin exception
39105 472301 6 }end exception
39105 472301 0
39106 472271 0
39200 466729 0
39300 461152 0
39400 455729 0
39500 450802 0
39600 446640 0
39600 446640 6 }end entry
```

**NOTE:** The entries for the beginning and end of the exception are done twice. Once with a 0 flag and once with a 6 flag. This format will leave a gap in the mass line at the exception.

2. Create a 3d drawing file using the "create" command.
3. Enter the drawing and load InRoads.(in the command window key-in "mdl l inroads").
4. From the InRoads Menu Bar, select FILE => GEOMETRY => NEW in the CREATE GEOMETRY pop-up make a new Geometry Project.
5. From the InRoads Menu Bar, select FILE => GEOMETRY => NEW in the CREATE GEOMETRY pop-up make a new Horizontal Alignment.
6. From the MicroStation Main palette select the Place Line command. In the Tool Settings box turn on LENGTH and set it to the length of the project (including exceptions) and turn on the ANGLE and set it to 0. Place the line.



7. Zoom out until the whole line is visible. From the InRoads Bar Menu select PALETTES => HORIZONTAL EDIT. From the HORIZONTAL EDIT pop-up pick Add Horizontal PI (The upper left corner button). Snap to the left end of the line and accept. Next, snap to the right end of the line and accept.
8. From the InRoads Menu Bar, select PALETTES => EVENT POINTS. From the Event Points pop-up pick the Station Equation button (The upper left corner button). In the Station Equation pop-up in the small box labeled "Station", key in the beginning station for the alignment. Hit the down arrow on the key-board 3 times then click on the APPLY button in the Station Equation pop-up with the mouse. This sets the beginning station.
9. From the InRoads Menu Bar, select PALETTES => PROFILE. From the Profile pop-up pick the Import Profile button (fourth from the left). In the Import Profile pop-up set the TOGGLES and SYMBOLOGY for the mass diagram. In the toggles, start with a spacing for major ticks of 10000 for both left and right axis. Turn off the minor ticks. Set Major Tick spacing for the bottom axis to 500.
10. Next select the directory that contain the ASCII file from the Directories box in the Import Profile pop-up. Select the file from the Files box in the Import Profile pop-up.
11. In the Import Profile pop-up, in the Exaggeration box, key-in .025.
12. In the Import Profile pop-up, click on the APPLY button. When the Import Profile pop-up disappears put a data point in the view to locate the bottom left corner of the mass diagram.

**NOTE:** The numbers in the toggles, symbology, and exaggeration will have to be modified to suit a particular diagram.

## INROADS MASS DIAGRAM

**NOTE:** End Area Volumes must be computed before a mass diagram can be displayed.

1. Click **Palettes > Volumes**
2. Click **Mass Haul Diagram**
3. Click **Setup > Axes**
4. Set Spacing for each Axis (click **APPLY** each time an entry is changed)
5. Click **CANCEL**
6. Set **Vertical Exaggeration**
7. Click **APPLY**
8. Data Point in the MicroStation window
9. Click **CLOSE**

## Creating a Pay Quantity Sheet from Highest:

Highest Program:

After all Items are built and Notes (descriptions) added:

Go to File >> Export

List of File Type will automatically be set to .CSV

Change Export File Formats to: **Lotus (Categories)** (use down arrow to find this)

Make sure x appears in box for: **Assembly Items List**

Enter File Name at top of Dialog Box

Select OK

Close or minimize Estimator

Start Lotus123 (Ver. 7 works best)

Go to File >> Open

Change Files of Type to .TXT (use down arrow to find this)

In top of Dialog box, find directory where .CSV file exported from Highest was saved and double click on filename or keyin file name

Parsing Items Dialog box should appear

Make sure first option (Start a new column at each:) is selected and is set to read: **semicolons**

Character set will default to: Windows

Select OK

First Row of spreadsheet will be the column titles

Select this row by moving cursor to button 1 at left of spreadsheet and click once on left button of mouse.

Delete this row by going to Edit >> Cut or click once on right mouse button and select delete row  
Select column A by clicking once on left mouse button. Then click once on Right mouse button and Select Range Properties.

Under Basics Tab change Width to 14 (leave Range Properties Dialog box open)

Select column B change Width to 30

Select column C change Width to 12

Select column D change Width to 6 then select the second tab. Change horizontal alignment to centered (middle icon)

Select column E. in the Range properties box select number tab (#). Change number category to Number and Current Format to Fixed. Decimals should be set to two.

Select column F and click on Right Mouse Button. Select Delete Column

Select column G and click on Right Mouse Button. Select Delete Column

Now go back and review body of spreadsheet for column B. You will notice some of the text overlaps into column C. This will be no problem unless there are entries for that particular row in column C. If that is the case, you will have to do some abbreviation in the item description to bring it within 30 character spaces (as in ASPHALT CONCRETE PAVEMENT changed to ASPH. CONC. PAVT.) The spacing on column C allows for two F notes of maximum character size, if more are needed they will have to be re-entered in column B.

Note: Column spacing in the preset table in the MicroStation file was set by ODOT's committee for Pay Quantities

When all modifications are complete:

Go to File >> Save and save the lotus .123 file

Go to File >> Save As

Change Save as Type: to Text (TXT)

Enter filename and select OK.

Exit Lotus123

Start MicroStation with the seed payquant.dgn sheet.

Go to File >> Save as and save sheet as pqrwy.dgn

NOTE: Change directory path to project location as in \usr2\jobs\j0000104

Go to File >> Import >> Text

The text file will appear on the screen as a graphic group with the origin in the lower left corner.

As long as it is left as a graphic group it can be moved easily within the drawing file to fit it to the preset table already built for it. Under Workgroup >> Preferences, Text has been preset for Fixed Width Character Spacing. From the newfont.rsc file, Font 10 has already been selected and the equivalent 120 lero y guide has been set for the text size. If the text does not file on the table, when it is imported, check these areas to make sure the settings have not been changed.

# SECTION 3

# TITLE SHEETS

## Creating A Title Sheet

Copy a blank title sheet from the seed directory (2-1). It is suggested that levels 5 and 13 be turned on and filled out first. These levels have squad information and the P.E. stamp. After they are filled out, save a copy of the title sheet to be used for other projects. It will be necessary to keep up with any changes made to the master title sheet.

Below is a list of what is on each level of the title sheet and where data is to be input:

**Level 1: Title Sheet Borders**-- In the Main Title Area (at the top center of the sheet) text edit the following lines: **STATE HIGHWAY, AID PROJECT, PLANS, U.S. HIGHWAY, COUNTY, CONTROL SECTION NO., STATE JOB NO.,** and **NBIS NO.**  
In the block at the lower right corner, text edit the 'x's next to: **SWO, PROJECT NO.,** and **COUNTY.**

**Level 2: Survey Control Data**-- If the Survey Control Data notes are to be used, the 'Lambert Projection Zone' will have to be specified. Text Edit the **Survey Control Data** note. (**NORTH ZONE**) or (**SOUTH ZONE**)

**Level 3: Index Of Sheets**-- The **INDEX OF SHEETS** header. Data for the index of sheets should also be entered on this level.

**Level 4: Traffic Design Data**-- Replace the 'x's with data obtained from Planning Division.

**Level 5: Squad Information Block**-- Replace the 'x's with the squad information.

**Level 6: Bridge Squad Information Block**-- Replace the 'x's with the Bridge squad information.

**Level 7,8,9: Project Length Information**-- Level 7 is for one project, 8 is for two, and 9 is for three. Edit the 'FT.' and 'MI.' entries. Also edit **EXCEPTIONS** and **EQUATIONS** if needed.

**Level 10: Plan-In-Hand**-- If the title sheet is for plan-in-hand turn this level on.

**Level 11: Line String For Centering Text**-- If text is missing in the main titles use this line string to center the new text. The text justification should be top center.

**Level 12: Traffic Squad Information**-- Replace the 'x's with the squad information.

**Level 13: P.E. Stamp**-- If used, edit the **DATE, OKLA. REG. NO.,** the 'xxx', and '###'.

**Level 14: Bridge Data**-- If needed, Edit the 'x's with data obtained from Bridge Division.

**Level 15: Layout Map**-- See "How To Do A Layout Map" (page 3-3).

**Level 32: North Arrow**-- Move the north arrow if necessary.

**Level 33: Location Map**-- Moved to the desired location on the title sheet. The appropriate county will need to be shaded.

**Level 34: ODOT Seal**-- Turn on this level if the ODOT Seal is to be displayed on the title sheet.

## LAYOUT MAPS FOR TITLE SHEETS

1. Get a paper copy of the map for the county needed.
2. Use the title sheet created in 3-1.
3. Copy the county map needed from rdypc28      D: /usr2/seed/county.
4. Using MicroStation, bring up the drawing of the county map.
5. Window Area around the area of the county map that is to be used for the layout map.
6. From the **Menu Bar** select **View => Saved**, then enter the name for the view.
7. Exit the county map drawing and bring up the title sheet.
8. From the **Menu Bar** select **File => Reference**.
9. In the **Reference Files** pop-up select **Tools => Attach**. Select the name of the county map.
10. In the next pop-up, select the name of the saved view. If a scale factor is needed: In the same pop-up double click in the second box across from **Scale (Master:Ref)**. Key-in **.00025** for a **1"=4,000'** map or **.000189394** for a **1"=5,280'** scale map. If it is a metric title sheet, use **.0186407** scale factor. After the scale factor is keyed-in press enter.
11. A fence will now appear on the screen. Place the cursor on the title sheet for the center of the map and click the data button. This attaches the county map to the title sheet as a reference.
12. Place a fence around the reference file. Select the **copy** command, with the **Use Fence** button **on**, and data point in the view. Move the fence to the desired position and data point again. This makes a copy of the map in the title sheet drawing.
13. In the **Reference Files** pop-up highlight the county map name. Select **Tools => Detach** and in the warning box select **OK**. This detaches the reference file from the title sheet.
14. Using the paper copy as a guide, add the necessary **text, symbols**, etc. needed to finish the map.

There are cells in 1.cel for various symbols used on the county maps.



# SECTION 4

# MICROSTATION COMMANDS

## MicroStation Tips

1. **TOOL SETTINGS** - This allows the user to access the various options in every command without having to "tear-off" the palette. It also allows the user access to locks associated with the active command. The Tool Settings pop-up is accessed from the **Menu Bar => TOOLS => TOOL SETTINGS**.

2. **PRECISION INPUTS** - There are several key-in commands that allow the user to put elements in exact locations. The following are the most used:

**di=distance, angle** - Measured from the last data or tentative point given. The angle is measured irrespective of view rotation (0 is always to the right, 90 is always up, etc.)

**dx=x, y,(z)** - Measured along the view axis from the last data or tentative point. Because the distances are measured along the view axis x will always be the left/right axis, y will always be the up/down axis, and z will always be the in/out axis.

**dl=x, y,(z)** - Measured along the x and y (and z) axis from the last data or tentative point. Because the distances are measured along the axis, the result will look different in views that are rotated differently.

**xy=x, y,(z)** - Measured along the x and y (and z) axis from the Global Origin.

**so=station, offset - INROADS ONLY** - This key-in identifies a point perpendicular to the active alignment at the given offset distance. A negative offset distance is left of the alignment, a positive offset distance is right of the alignment.

**se=station, elevation - INROADS ONLY** - This key-in identifies a point in a profile by the station and elevation. The station and elevation specified must be within the limits of the profile window as displayed. If this command does not work, snap to an element within the profile (like a grid line) then use the key-in.

**NOTE:** The "so=" and the "se=" command only work when InRoads is loaded along with the .alg file. If there is no active alignment the commands have no point of reference.

**NOTE:** MicroStation control does not default back to the **Key-in** Window after a command is picked. If a precision key-in is to be used, press the **escape** key before typing the key-in.

3. **DISPLAY DEPTH** - Sets the range in which elements are visible along the "z" axis For example, if the display depth is set to 500,-500 elements that have an elevation greater than 500 or less than -500 would not show up in the view. If an element starts within the display range and ends outside the display range, only the part within the range is visible. If elements are missing or only half there, it is possible that the display depth is set incorrectly. To re-set the display depth, in the MicroStation Command Window key-in:  
**dp=100000,-100000**
4. **FIXRANGE.MA** - Used if a drawing file has elements that show up on a print but not on the screen. To access the **FIXRANGE.MA** enter the drawing file. In the **MicroStation Menu Bar**, select **Utilities => MDL Applications**. From the **MDL** pop-up, select **FIXRANGE.MA** from the **Available Applications** portion. Click the **load** button. The application runs automatically and a prompt in the **Status Bar** will signal the end of the operation. After the application has finished close the menu.
5. **OTHER DOTS THAT DON'T BELONG** - In some drawing files dots have appeared on prints but not on the screen. These may be text or cells placed at a zero size or scale. The only way to find out is to use the print to find the location of the dot in the design file. To find out what it is, snap with a tentative button around the area until it grabs something. The **Status Bar** will identify the element type. If it is to be deleted, use a fence but be careful not to delete items that are needed.
6. **DELETE PATTERN** - This is now in the pattern palette on the Main menu. To un-pattern a line, select the delete pattern command then, select the line to be un-patterned and accept. If the lines disappear, turn the pattern display off. If the lines disappear with the pattern display turned off, the lines will have to be redrawn.

#### **More MicroStation Tips and Tidbits:**

This is a collection of Tips and Tidbits that have been proven effective by many MicroStation users who attended the 1997 International IGUG. Although these tips are general in nature, please thoroughly test them before using them at you organization in a production type environment.

1. Change update sequence of overlapping elements:
  - \* Use selection tool to select elements
  - \* Key in Wset add
  - \* Key in Wset drop
  - \* Elements are now re-ordered in update sequence.

2. Copying elements to different level:
  - \* Select Copy command
  - \* Select element
  - \* Key in desired level (example: lv=3)
  - \* Place data point or key in for new location (DX= or other precision command)
  - \* Works with Move command as well.
  
3. Multiple scales in one drawing:
  - \* Create Saved Views and attach as reference files within the drawing border rather than stretching the border around the file.
  
4. Eliminate the need for a specific user workstation/PC:
  - \* Use the delivered .cfg/.upf files to run core ustation files off the file server and keep the user configurations in the network home directory so that any location a user logs on, they have the same profile and tools.
  
5. To limit certain Dr. Watson error:
  - \* Turn OFF the full drag command under the desktop in Windows.
  
6. To make an element display/print on top of other ones (equivalent to "Bring to top"):
  - \* Group the elements designated to be on top with any other elements
  - \* Drop group on the elements
  - \* Refresh view.
  
7. Place a note using the Place Note command with a straight line:
  - \* Use Add Vertex command to put leader in.
  
8. Checking for file corruption:
  - \* Use the following at the beginning of each script:

```
edg [filename]
set sea/all
vw
top
exit
```
  - \* If you log this to an output you can print a view of any occurrences of corrupt elements before final archival of storage.
  - \* Wait to insure you have a backup.

9. To set global origin so that the design plane center readout is 0,0,0:
  - \* Key go=0,0,0
  - \* Key xy=0,0,0 | uor
  - \* This instructs MicroStation to find the center of the design place as the reference monument point.
  - \* To check use the place line command by keying xy=0,0,0 | uor and you will see the line start at the design plane center regardless of cur GO or WU settings.
  
10. Do not wait for the file to completely update:
  - \* Reset when entering a large file to stop the update.
  - \* You then can use any windowing command to begin work in the specific area you need.
  
11. Can't access a piece of text without a fence:
  - \* MDL load fixrange
  - or
  - \* Place a fence around the entire drawing and rotate fence by AA=0, this will correct the range on all elements in the file.
  
12. Merging files:
  - \* Keyin mdl load merge
  - \* Merge [filename]
  - \* Need to make sure and enter the complete path of target file
  - \* You may get an error message saying "Reference file not attached", if so ignore it.
  
13. The @ command is useful for running script files for commands commonly used on multiple files. From the command line you use @ and the path to the script, .scr, file.
  
14. Offset snap:
  - \* Snap to element but do not accept with a data point
  - \* Type in distance of offset: example: dl=1:1
  - \* This will offset the point by 1:1 from the snap point.
  - Or
  - \* With AccuDraw keyin O
  
15. Use the MicroStation knowledge base at <http://smart.intergraph.com>

16. ?? Get rid of zoom/fit which are now on the window border while using a digitizer or function keys:
- \* Key in set tpm locate
  - \* Set tpm delta
  - \* Ref locate toggle
  - \* Lock \_\_\_\_\_ Toggle???
17. Rotate a tag:
- \* Draw a line using two points
  - \* Attach a tag to this line
  - \* Select rotate 2 points and then you can rotate the tag dynamically
  - \* Press accept if the tag is about 90 degrees and the tag will pop up at a different location than the dynamics displayed.
  - \* The only solution is to contact Bentley for an MDL applet that if loaded corrects the problem. Currently they say rotate tag works as designed so general delivery has not occurred.
18. Working with point cells in rotated views is a problem in that they are not view dependent:
- \* When placing arrowheads on leader lines, it is easier to use the place note command to place the leader. Before doing this get into the element dimensions terminator symbols. Change the toggle from default to cell and key in the appropriate name of the arrow head cell. You will now be able to easily modify you leader locations without having to place new line terminators.
19. If you have many lines of text such as a quantity table, it is more efficient to set the tables up in Excel to look the way you cut sheet does in MicroStation. Once the Excel table is completed, copy/paste each column one at a time into the clop board and then the corresponding column in the MicroStation table. This does two things:
- \* You will end up with an intelligent sheet and you have eliminated any possible errors between you spreadsheet and the MicroStation quantity sheet
  - \* You have all you quantities in Excel so computing is easy.
20. To change cursor colors:
- \* Key in mdl load hilite
  - \* This brings up a palette that allows you to change the cursor colors if you are using a full screen cursor.

21. The following UCM speeds up display operations. It turns on or off the updating of views (toggle). Works well when attaching multiple reference files:
- ```
* SET OUTFLG = OUTFLG^16
* SET R0=OUTFLG & 16
* SET C0='on'
* TST R0 EQ 0,END
* SET C0='off'
* END: SET MSG='STDISPLAY='+C0
* MSG MSG
* END
```
22. Disks filling up on the exit command to insure all deleted elements are removed.  
\* Add the compress command into the exit command to insure all deleted elements are removed.
23. Configure/Customize you icons/palettes at Startup and screen menu - Ex.  
MicroStationII/RAS B - bring them forward to save time for every start-up.  
\* Put application shortcuts on the desk top to speed entry.
24. Key in: ref locate on all/off all to turn on or off locate option for all reference files at once.
25. Key in: set hilite [color] to change you hilite color.
28. To keep operator's workspaces autonomous:  
\* Set the \_USTN\_USERNAME variables to use the operator's last name and also name the workspace the same. This auto loads their particular workspace, overriding whatever the default workspace setting is.
29. With a tentative snap any operation will be performed once a data point is given.
30. Place reference file commands "ref dis on all" and "ref dis off all" and "ref lock off (or on)" and "ref snap off (or on)" on function keys. Keep these function keys together. Example - F1 = on, ALT F1 = off.
31. Develop a macro in exit.ucm that resets level displays, attaches correct color table, detaches reference files, etc... to company defaults.
32. Develop a macro for different sizes and types of paper plots and place these macros on a tools button.

## USEFUL MICROSTATION COMMANDS

### MERGE

Enter the **MicroStation Manager** window  
Click **File => Merge**  
Under **Files To Merge**: Click **Select** and change to the directory location of the file(s) to be merged.  
Select the file(s) to be merged into a specific file one at a time clicking **Add** after each file selection.  
Click **Done** when finished making selections.  
Under **Merge Into**: Click **Select** and change to the directory location of the file the others will be merged into.  
Select the file and click **OK**  
Click **Merge**.  
Enter the drawing file. The merged files will still be in original form. After the merge the originals may be deleted.

### FILE FENCE

The **file fence** command is used to take all or part of a drawing out to another blank drawing file.

In the original file place a fence around the portion to be copied then, in the **Key-in** window key-in:     **ff = newname.dgn**

**Do Not overwrite an existing file.** Always file fence into a blank drawing file. This process can be used to move data from a corrupt drawing file to a new drawing file and may eliminate possible problems.



## CUSTOM LINE STYLES

Custom line styles are found in the **Change Element Attributes** button on the **MAIN** palette, or in the element button under **Line Styles** on the **MicroStation Command Window**.

### Change Element attributes-

In the pop-up, on the left side, click on the box next to **Style => Custom**. The **Select Line Style** pop-up appears. Click on the line style name to be used, then click on **OK**. Any elements drawn from this point will use the custom line selected.

### Element => Line Style

In the **MicroStation Command Window**, select **Element => Line Styles => Custom**. The **Line Styles** pop-up appears. Click on the line style name to be used.

### Setting The Scale Factor-

Click the **Show Details** button. This pop-up expands to show an example of the line style and other entries. Using the **Scale Factor** click on the box to the left then, double click in the box to the right and Key-in the desired scale factor.

### Notes On Using Custom Line Styles-

When drawing a line using a custom line style, if drawn from left to right, the style will be right side up. If drawn from right to left, it will be upside down. This is irregardless of view rotation. This also holds true for continuous line strings. The part of a line string drawn from left to right will be right side up and the part drawn from right to left will be upside down. If a line is drawn upside down use the **change element direction** (cha dir) keyin to correct it.

Linestyles: roadway.rsc      Path: bentley > workspace > wsmod > system > symb

| LINESYLE SCALE FACTORS |      |            |       |
|------------------------|------|------------|-------|
| ENGLISH                |      | METRIC     |       |
| 100 Scale              | 1.00 | 1000 Scale | 0.25  |
| 50 Scale               | 0.50 | 500 Scale  | 0.125 |
| 20 Scale               | 0.20 | 250 Scale  | 0.625 |

## KEY IN PALETTE OPTIONS

There are two options with MicroStation that allow key-in commands.

1. **Command Window** - this works the same as past versions of MicroStation.
2. **Status Bar** - When using this option, prompts that would normally appear in the MicroStation command window are now displayed at the bottom of the screen. This window can be docked allowing for more space in the design window for viewing the drawing file.
3. **Utilities > Key-ins** - Should be used in conjunction with the Status Bar option for key-ins. When expanded it can be used to find various default key-in commands. The key-in bar can be docked (drag to the side, top or bottom of the window).
4. **Tools > Tools Settings** -

**Tools > Primary** - Level  
Weight  
Color  
Line Styles  
Information  
Accudraw

**Tools > Standard** - New File  
Open File  
Save Design  
Print  
Cut  
Copy  
Paste  
Undo  
Redo  
Help

## LOCKS & ATTRIBUTES

**Settings => View Attributes => Constructions** => **On**  
**Dimensions** => **On**  
**Dynamics** => **On** (for drag & rubberbanding)  
**Fill** => **On** (turn on when plotting)  
**Line Styles** => **On**  
**Line Weights** => **On**  
**Patterns** => **On**  
**Text** => **On**

**Settings => Locks => Full => Boresite** => **On** (if you can't select anything)  
**Snap => Keypoint** => **On** (if you can't snap accurately)  
**Divisor** => **1** (This will divide a line as many times as you choose, 2 will allow you to snap to the center of any line)  
**Depth Lock** => **On**

### ALTERNATE KEY-INS

|                                            |                                              |
|--------------------------------------------|----------------------------------------------|
| AA = set active angle                      | LV = set active level                        |
| AC = set active cell; place absolute       | OF = set level display off                   |
| AP = set active pattern cell               | ON = set level display on                    |
| AR = set active cell; place relative       | PA = set active pattern angle                |
| AS = set active scale factors              | PD = set active pattern delta (distance)     |
| AZ = set active depth                      | PS = set active pattern scale                |
| CC = create cell                           | PT = set active point                        |
| CD = delete cell from cell library         | RC = open cell library                       |
| CM = place active cell matrix              | RD = open design file                        |
| CO = set active color                      | RF = attach reference file                   |
| DA = set active displayable attribute type | RS = name report table                       |
| DD = set display depth (relative)          | RV = rotate view (relative)                  |
| DF = open fonts settings box               | SV = save view                               |
| DI = data point-distance, direction        | TB = set tab spacing for importing text      |
| DL = data point-delta coordinates          | TH = set active text height                  |
| DP = set display depth                     | TI = set copy and increment value            |
| DS = specify fence filter                  | TS = set active terminator scale             |
| DV = delete saved view                     | TW = set active text width                   |
| DX = Data point-delta view coordinates     | TX = set active text size (height/width)     |
| DZ = set active depth (relative)           | VI = attach named view                       |
| FT = set active font                       | WT = set active line weight                  |
| GO = global origin                         | XS = set active X scale                      |
| KY = set snap divisor                      | XY = data point-absolute coordinates         |
| LC = set active line style                 | YS = set active Y scale                      |
| LD = set dimension level                   | ZS = set active Z scale                      |
| LL = set active text line length           | act ang pt2 = set active angle by two points |
| LS = set active text node line spacing     | cha dir = change element direction           |
| LT = set active terminator                 |                                              |

| FONT 23 |      | FONT 10 |      | FONT 14 |      |
|---------|------|---------|------|---------|------|
| != ℄    | = △  | != ℄    | = △  | != ℄    | = △  |
| ^= °    | \= ₣ | ^= °    | \= ₣ | ^= °    | \= ₣ |
| <= \$   | >= ₧ | <= \$   | >= ₧ | <= \$   | >= ₧ |
|         |      | {= ₨    | }= □ | {= 2    | }= 3 |
|         |      |         |      | ?= %c   |      |

| FONT 23 |      | FONT 10 |      | FONT 14 |      |
|---------|------|---------|------|---------|------|
| != ℄    | = △  | != ℄    | = △  | != ℄    | = △  |
| ^= °    | \= ₣ | ^= °    | \= ₣ | ^= °    | \= ₣ |
| <= \$   | >= ₧ | <= \$   | >= ₧ | <= \$   | >= ₧ |
|         |      | {= ₨    | }= □ | {= 2    | }= 3 |
|         |      |         |      | ?= %c   |      |

# SECTION 5

## MICROSTATION CELLS and LINE STYLES

ADATE

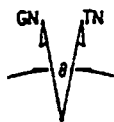
This Cell Library was updated 04-16-96  
for general use.

AL

ARROW LEFT



AOVAR



Angle Of Variance  
At PI Sta.  
X=  
Y=  
Lat.=  
Long.=  
θ =

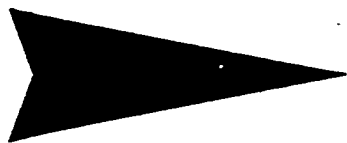
ARRLT

RW LINE TERMINATOR

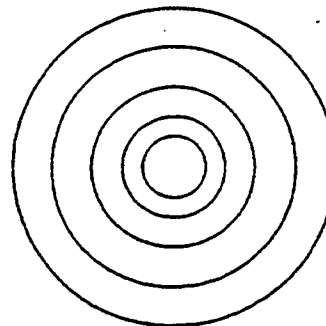


ANGLE OF VARIANCE

ARROW



BC

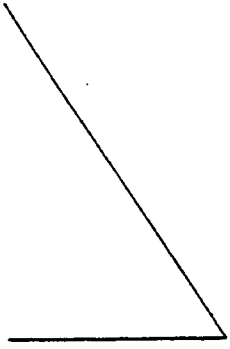
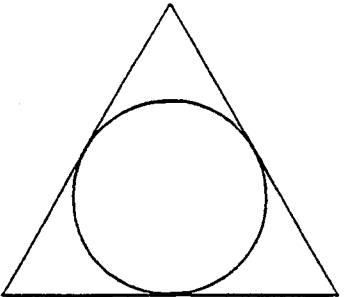

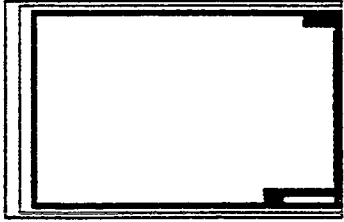
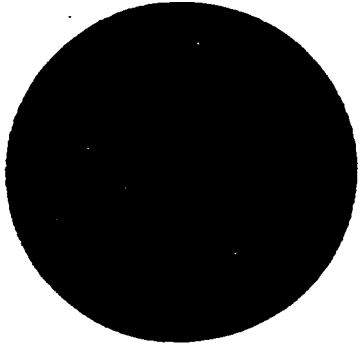
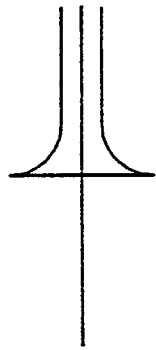
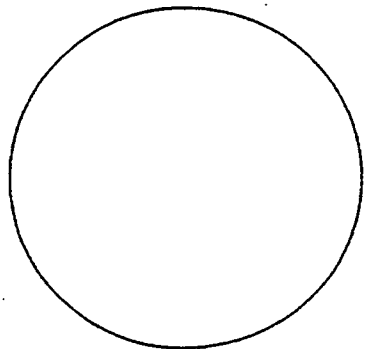
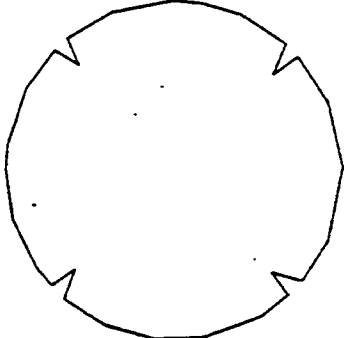


BIO



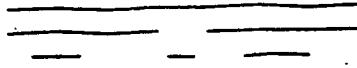
CBLOK

| OKLAHOMA DEPARTMENT OF TRANSPORTATION |       |           |             |           |              |  |
|---------------------------------------|-------|-----------|-------------|-----------|--------------|--|
| FED. ROAD DIST. NO.                   | STATE | FUND. NO. | FISCAL YEAR | SHEET NO. | TOTAL SHEETS |  |
| 6                                     | OKLA. |           |             |           |              |  |
| DESCRIPTION                           |       | CONTRACT  |             | DATE      |              |  |

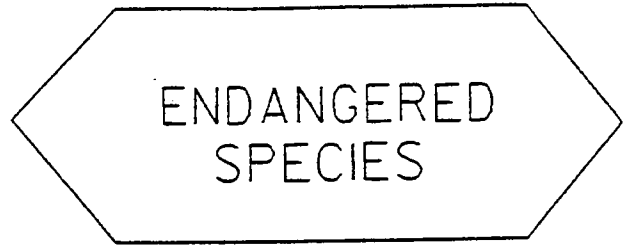
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|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>CITY LIMITS</p>        | <p>CILI</p>  <p>CONSPI</p> <p>CL CONST. PI</p>  |
| <p>LIGHT POLE DOUBLE</p>  | <p>DBLP</p>  <p>DETSHT</p>                     |
| <p>R/W MARKER</p>         | <p>DOT</p>  <p>DRIVE</p>                    |
| <p>DRILLED WATER WELL</p> | <p>DRLWEL</p>  <p>DUGWEL</p>                |



EDGWTR



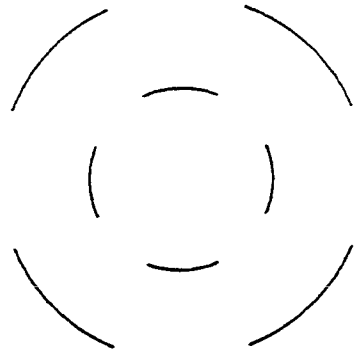
ENDSPC



EXCURV

CURVE DATA  
P.J.Sta. + .  
X- .  
Y- .  
Δ- .  
D- .  
T- .  
L- .  
R- .  
E- .

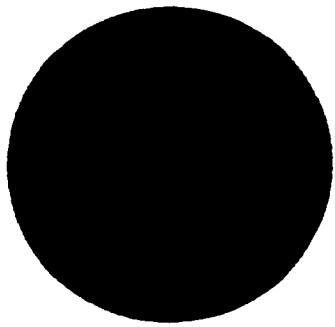
EXMHSS



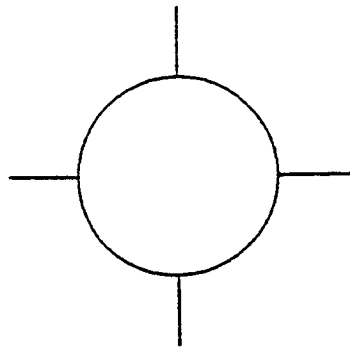
EXIST CURVE DATA

EDGE OF WATER

FENPST



FIRHYD



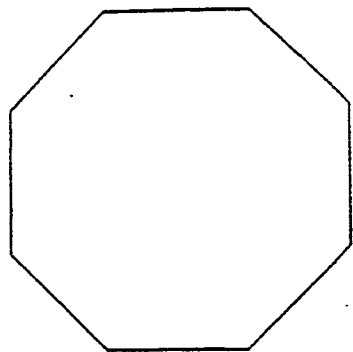
FENCE POST

FIRE HYDRANT

FLODIR

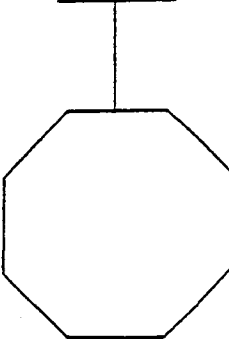
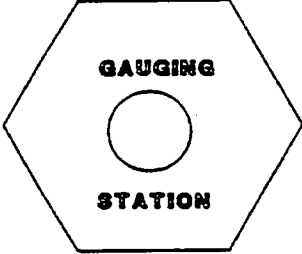




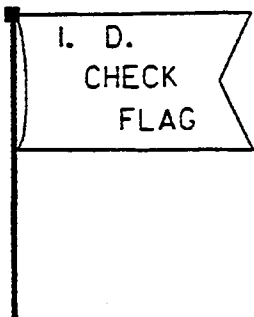
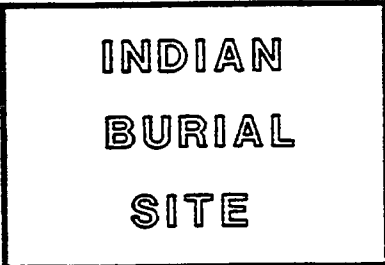


GASMTR

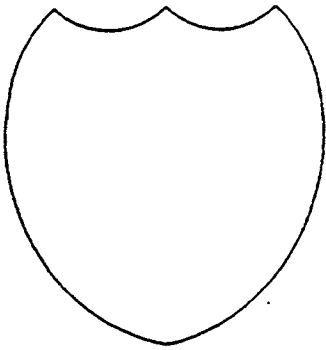


DIRECTION OF FLOW OR SLOPE

GAS METER

|                                                                                                                                               |                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <p><b>GAS VALVE</b></p> <p><b>GASVAL</b></p>                 | <p><b>GAUGS</b></p>    |
| <p><b>GRAVEL ROAD SYMBOL</b></p> <p><b>GRAVEL</b></p>       | <p><b>HISTS</b></p>    |
| <p><b>HALF ARROW NOTE LEADER</b></p> <p><b>HLFARR</b></p>  | <p><b>HWS</b></p>     |
| <p><b>IDF</b></p>                                          | <p><b>INDBS</b></p>  |

ISHLD



LA



LANFA

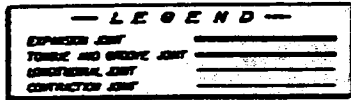


LANFC



JOINT LAYOUT LEGEND

LEGEND



LP

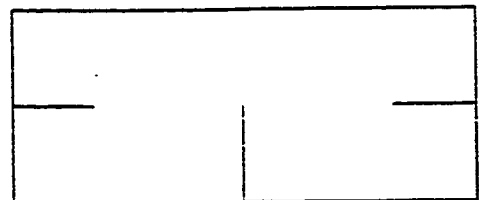
SINGLE LIGHT POLE

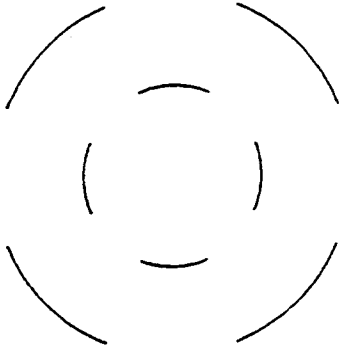
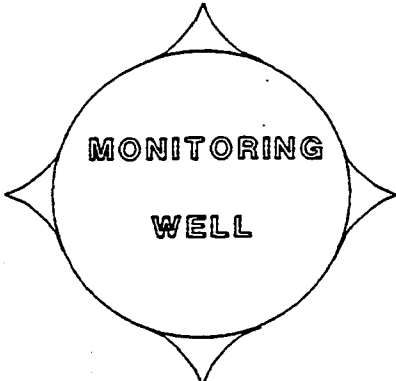

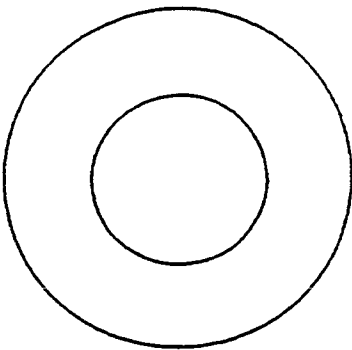


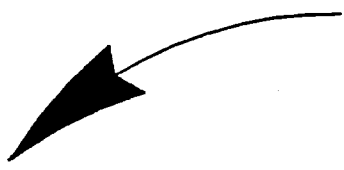
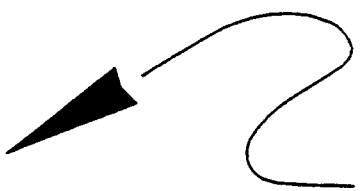


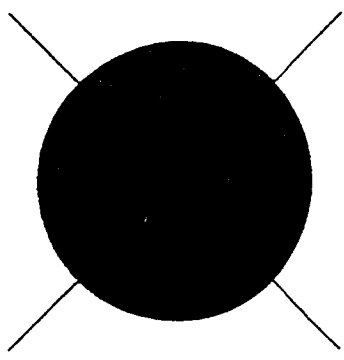
MASARR

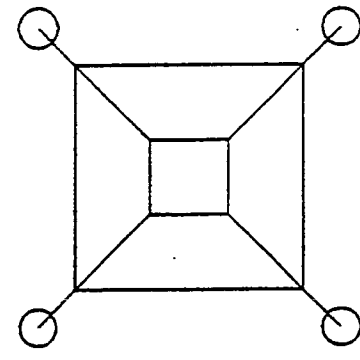
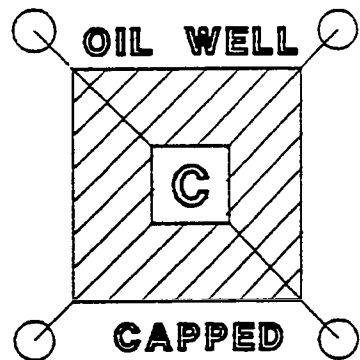


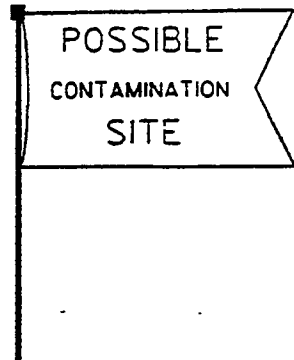
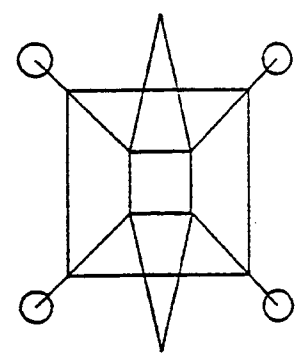
METSHT

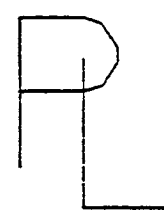
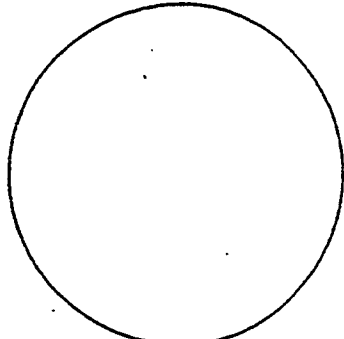


|                                      |                                                                                                                                                                                                                |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>STORM SEWER<br/>MANHOLE EXIST</p> | <p>MHEXST</p>  <p>MONW</p>                  |
| <p>NEW FLOW<br/>DIRECTION</p>        | <p>NFLODR</p>  <p>MANHOLE</p>              |
| <p>STANDARD<br/>NORTH ARROW</p>      | <p>NOARR1</p>  <p>NORTH ARROW TWO</p>  |
| <p>NOTE LEADER 6</p>                 | <p>NOLE06</p>  <p>NOTE LEADER 9</p>     |

|                |                                                                                                                                                                                                                                                |                                                                                     |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| NEW CURVE DATA | <b>NUCURV</b>                                                                                                                                                                                                                                  | <b>OW2</b>                                                                          |
|                | <p>CURVE DATA</p> <p>P.I. Sta. + .</p> <p>X= . . . . .</p> <p>Y= . . . . .</p> <p>A= . . . . .</p> <p>D= . . . . .</p> <p>T= . . . . .</p> <p>L= . . . . .</p> <p>R= . . . . .</p> <p>E= . . . . .</p> <p>V= . . . . .</p> <p>S= . . . . .</p> |  |

|         |                                                                                    |                                                                                                                                 |
|---------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| OILWELL | <b>OW</b>                                                                          | <b>OWC</b>                                                                                                                      |
|         |  | <p><b>OIL WELL</b></p>  <p><b>CAPPED</b></p> |

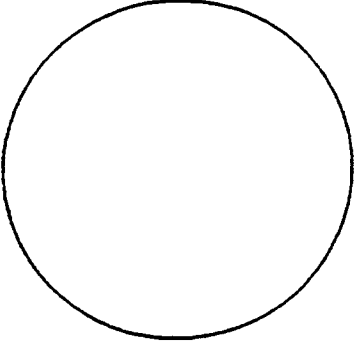
|                    |                                                                                     |                                                                                       |
|--------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| TRANSMISSION TOWER | <b>PCS</b>                                                                          | <b>PL</b>                                                                             |
|                    |  |  |

|              |                                                                                     |                                                                                       |
|--------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| RW PL SYMBOL | <b>PLT</b>                                                                          | <b>POTCON</b>                                                                         |
|              |  |  |

CL CONST SYMBOL  
POT PC PT ETC

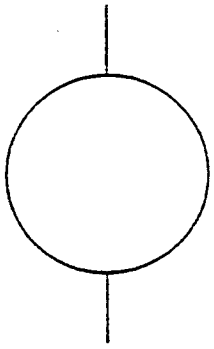
**POTSUR**

CL SURVEY SYMBOL  
POT PC PT ETC.



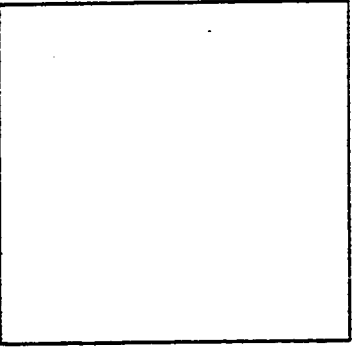
**POWPOL**

POWER POLE



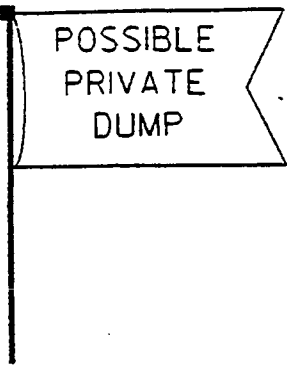
**POWRIS**

POWER CABLE  
RISER BOX



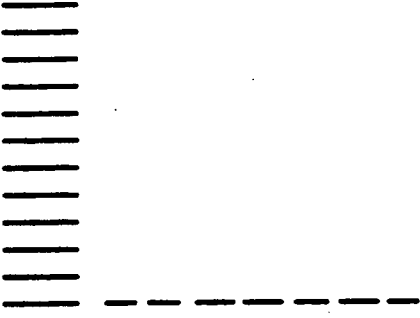
**PPD**

POSSIBLE  
PRIVATE  
DUMP



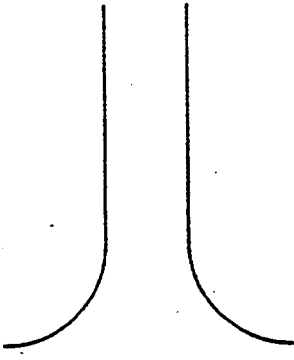
**PROF**

DATA FIELDS



**PVRP15**

PRIVATE RAMP 15 R



**QSPLT**

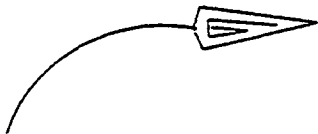
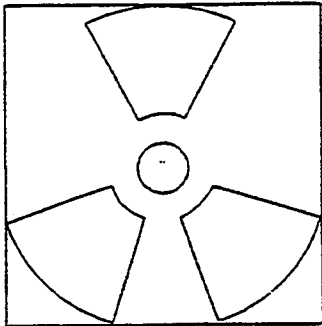
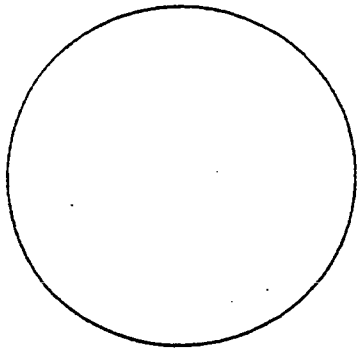
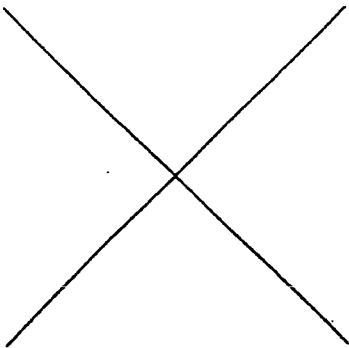
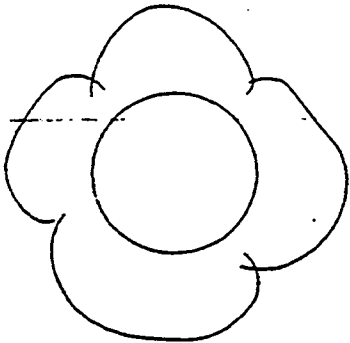

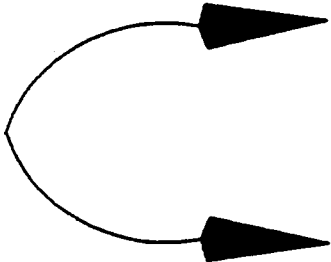

RW QUARTER  
SEC AND P/L TEXT

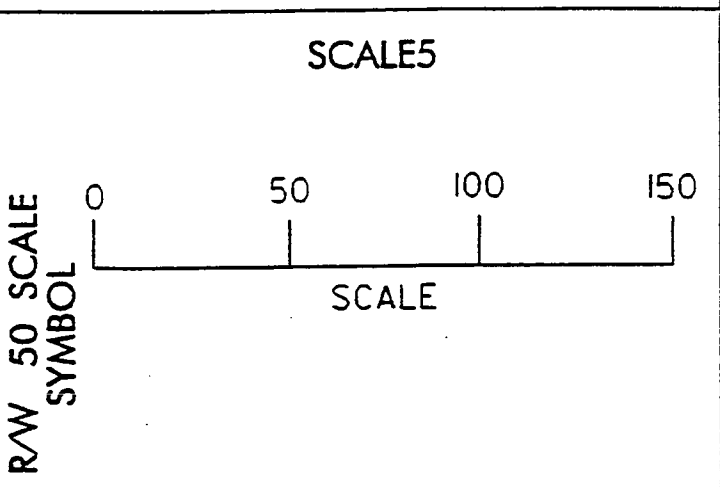
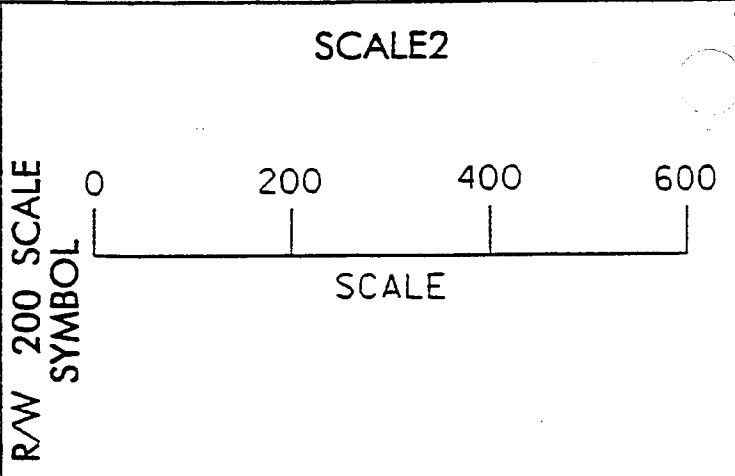
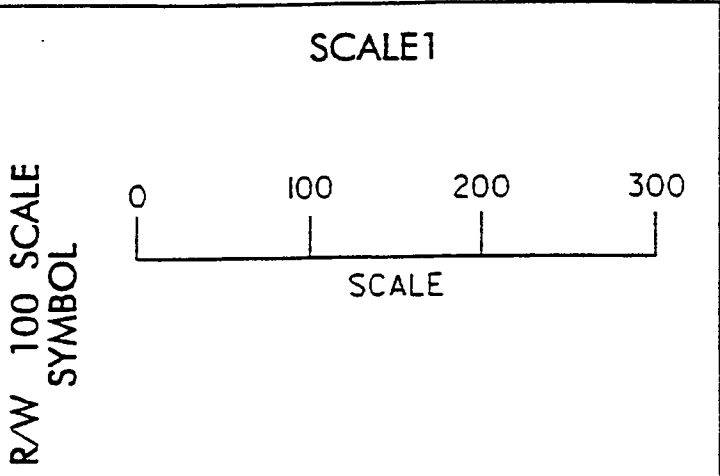
1/4 SEC. & PROP. LINE

**QTLST**

RW QUARTER  
SECTION LINE TEXT

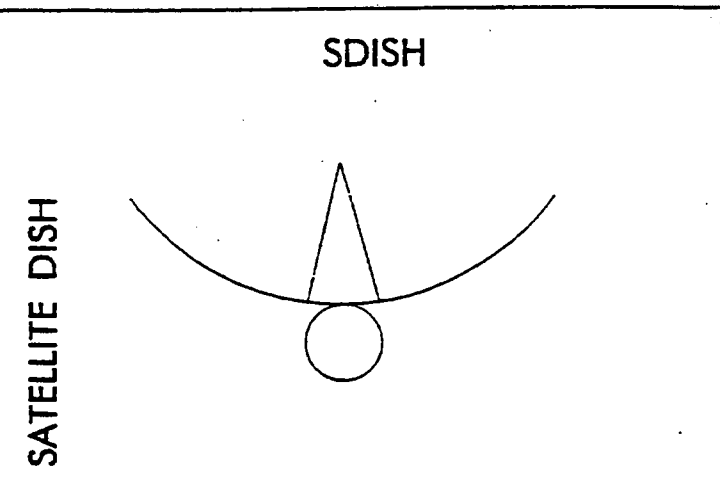
1/4 SEC. LINE

|                                    |                                                                                                   |                                                                                                    |
|------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
|                                    | <p>RA</p>        | <p>RAD</p>      |
| <p>REFERENCE POINT</p>             | <p>REFPNT</p>   | <p>REFPNX</p>  |
| <p>REFERENCE POINT<br/>IN TREE</p> | <p>REFTRE</p>  | <p>ROFWT</p>  |
| <p>W DOUBLE ARROW</p>              | <p>RWDBLA</p>  | <p>SA</p>     |



SCLT

SEC LINE



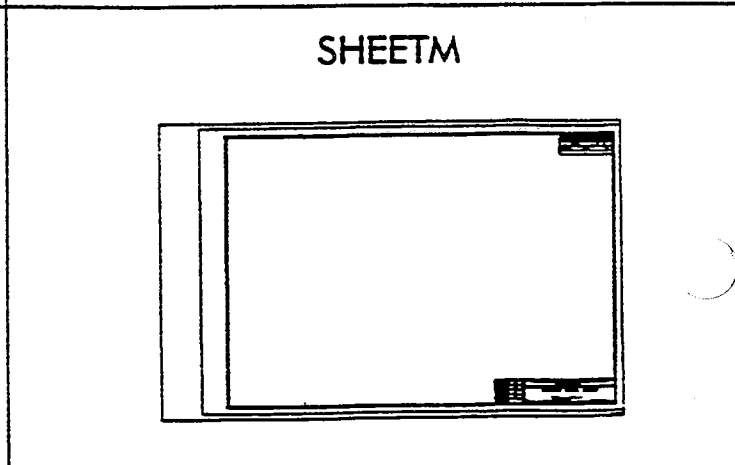
SFSL

ONE 64 SEC LINE

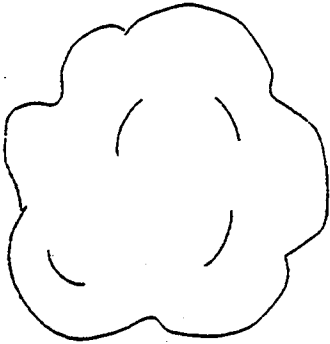
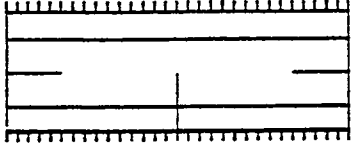
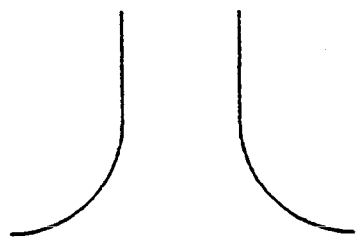
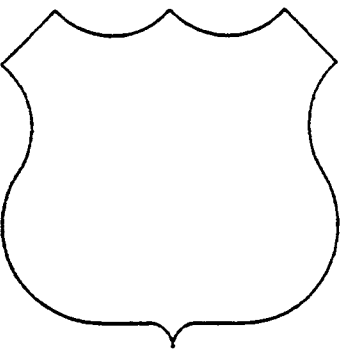

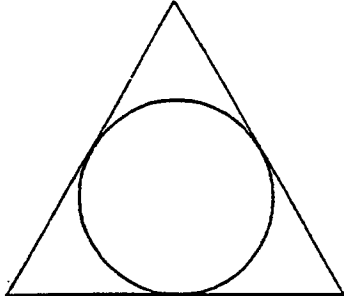
SFSPL

64 SEC & P/L TEXT

1/64 SEC. & PROP. LINE





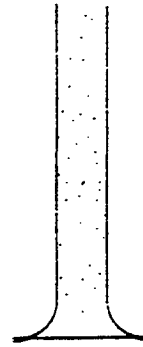
|                                                                                                  |                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>SHRUB OR SMALL TREE</p>                                                                       | <p>SHRUB</p>  <p>SHTBLK</p>  |
| <p>16 SEC TEXT</p>                                                                               | <p>SIXT</p> <p>1/16 SEC. LINE</p> <p>SLRP25</p>                                                              |
| <p>SSHLD</p>  | <p>STR25W</p> <p>STREET RETURN<br/>25 FEET WIDE</p>                                                        |
| <p>CL SURVEY PI</p>                                                                              | <p>SURVPI</p>  <p>SXSPLT</p> <p>1/16 SEC. &amp; PROP. LINE</p>                                               |

16 SEC LINE TEXT

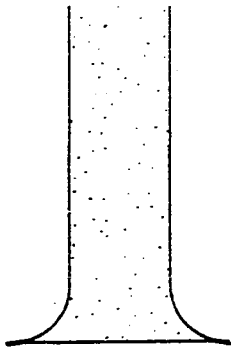
SXTST

1/16 SEC. LINE

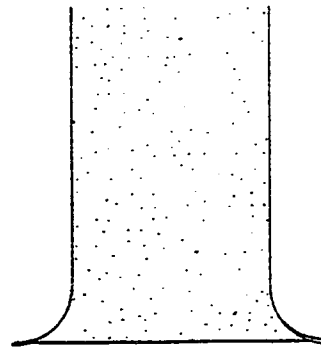
T1



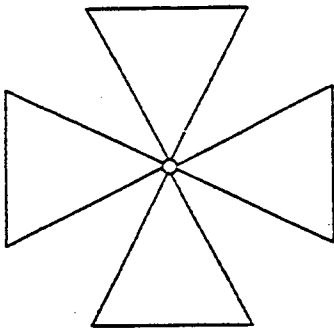
T2



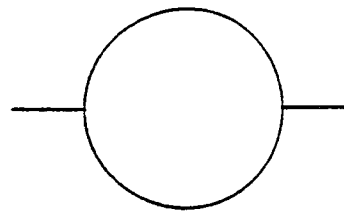
T250



TAR



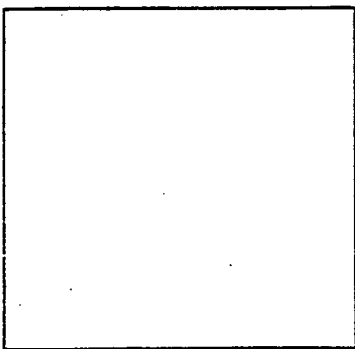
TELPOL



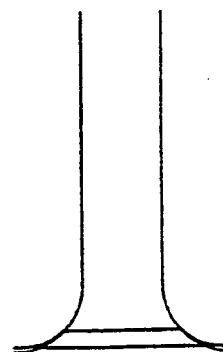
AERIAL TARGET

TELEPHONE POLE

TELRIS



TP1D10

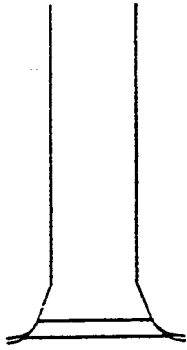


TELEPHONE CABLE RISER BOX

PRIVATE DRIVE TYPE 1 10'R

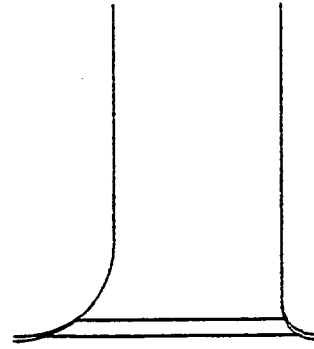
PRIVATE DRIVE TYPE 1  
FLARED 5' R

TP1FD5



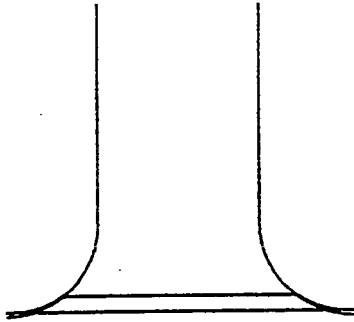
COMM DRIVE  
TYPE 2A 5' R

TP2AD5



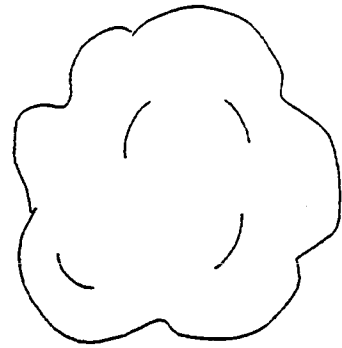
COMM. DRIVE  
TYPE 2 15' R

TP2D15



TREE LARGE

TREE

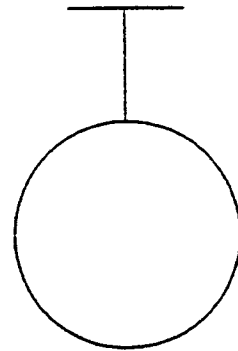


UNDERGROUND  
STORAGE TANK

UNDST

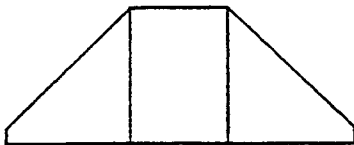


WATVAL



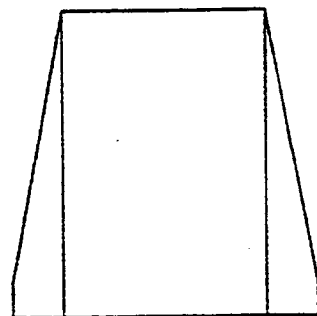
WHEELCHAIR RAMP  
A6 CURB

WCRA6



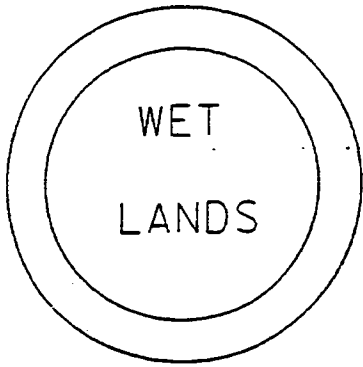
WHEELCHAIR RAMP  
B6 CURB

WCRB6



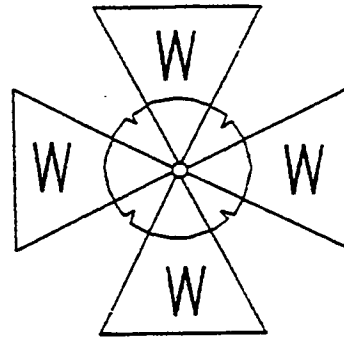
WET LANDS

WETL



WINDMILL

WINMIL



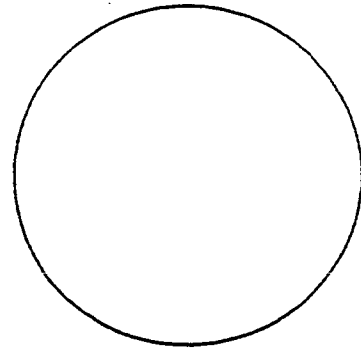
WATER LINE

WTRDIR

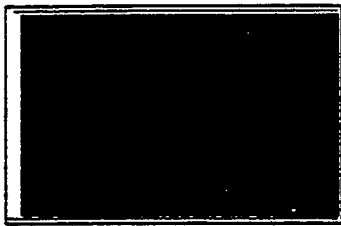


WATER METER

WTRMTR

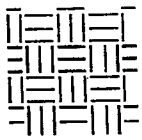



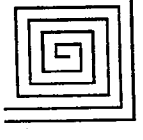
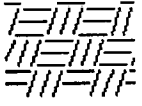
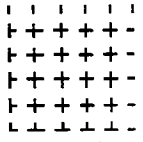

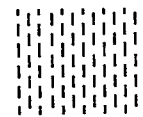
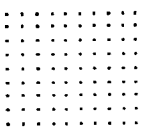

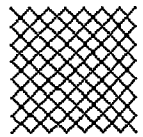
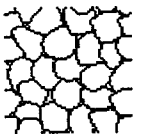
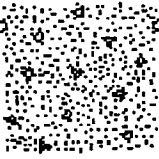

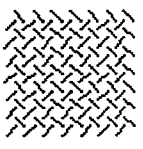
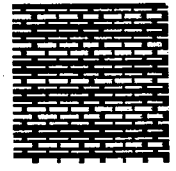


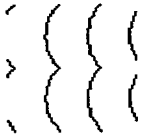


XSHT



## PATTERNS

(Located in 1.cel)

|                                                                                                                              |                                                                                                                             |                                                                                                                                   |                                                                                                                                    |                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <p><b>PAT1</b></p>                          | <p><b>PAT2</b></p>                         | <p><b>PAT3</b></p>                               | <p><b>PAT4</b></p>                               | <p><b>PAT5</b></p>                         |
| <p><b>PAT6</b><br/>Ground</p>               | <p><b>PAT7</b><br/>X-Hatch</p>             | <p><b>PAT8</b><br/>Short Dash<br/>X-Hatch</p>    | <p><b>PAT9</b><br/>Offset Short<br/>Line</p>     | <p><b>PAT10</b><br/>Dot</p>                |
| <p><b>PAT14</b><br/>Triangle Pattern</p>  | <p><b>PAT17</b><br/>X-Hatch Pattern</p>  | <p><b>PAT18</b><br/>Rip Rap</p>                | <p><b>PAT19</b><br/>Concrete Area</p>          | <p><b>PAT20</b><br/>Asphalt or Sand</p>  |
| <p><b>PAT21</b><br/>Single Weave</p>      | <p><b>PAT25</b><br/>Brick</p>            | <p><b>PAT27</b><br/>X-Hatch Wavy<br/>Line</p>  | <p><b>PAT29</b><br/>Long Dash<br/>X-Hatch</p>  | <p><b>PAT32</b></p>                      |












Patterns, in MicroStation, will have a smoother look.

| <b>CELL SCALE FACTORS</b> |      |               |        |
|---------------------------|------|---------------|--------|
| <b>ENGLISH</b>            |      | <b>METRIC</b> |        |
| 100 Scale                 | 1.00 | 1000 Scale    | 0.8333 |
| 50 Scale                  | 0.50 | 500 Scale     | 0.4167 |
| 20 Scale                  | 0.20 | 250 Scale     | 0.2089 |

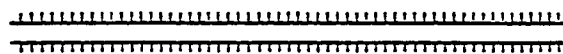




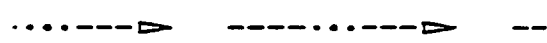
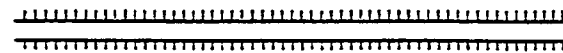

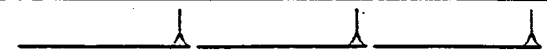
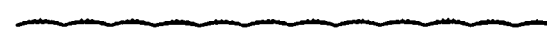
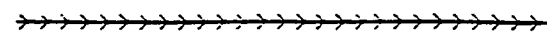
# ROADWAY LINE STYLES

5-16

## PAVEMENT

|          |                                                                                     |                       |
|----------|-------------------------------------------------------------------------------------|-----------------------|
| candg    |   | curb and gutter       |
| curb     |   | curb                  |
| exasph   |   | existing asphalt rd.  |
| exconc   |   | existing concrete rd. |
| excugr   |   | exist. curb & gutter  |
| exgrdr   |   | exist. gravel drive   |
| exgrdr l |   | existing guard rail   |
| ncurb    |   | new curb              |
| ngrdr l  |   | new guard rail        |
| sidewk   |   | sidewalk              |
| trail    |  | trail                 |

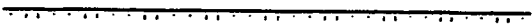
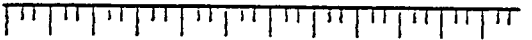
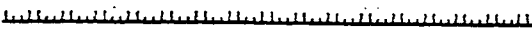

## DRAINAGE

|           |                                                                                      |                       |
|-----------|--------------------------------------------------------------------------------------|-----------------------|
| dam       |  | dam                   |
| ditchflow |  | flow of ditch         |
| dradiv    |  | drainage divide line  |
| drainl    |  | drainage arrow        |
| drain3    |  | exist. drainage arrow |
| drain4    |  | drainage arrow        |
| earth dam |  | earth dam             |
| exbank    |  | existing bank         |
| prbank    |  | proposed bank         |
| swamp     |  | swamp                 |
| terracc   |  | terrace               |




# ROADWAY LINE STYLES

5-19


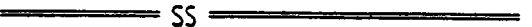







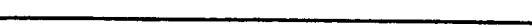


## DRAINAGE CONTINUED

|        |                                                                                    |               |
|--------|------------------------------------------------------------------------------------|---------------|
| toebnk |  | toe of bank   |
| tphibk |  | top high bank |
| tplobk |  | top low bank  |
| wtr    |  | water edge    |

## IMPROVEMENTS

|          |                                                                                    |                |
|----------|------------------------------------------------------------------------------------|----------------|
| fence    |  | existing fence |
| hedgerow |  | hedge row      |
| tmbri n  |  | timber line    |


## UTILITIES

|             |                                                                                      |                       |
|-------------|--------------------------------------------------------------------------------------|-----------------------|
| gaslin      |  | gas line              |
| nnsnew      |  | new sanitary sewer    |
| oiline      |  | oil line              |
| powlin      |  | power line overhead   |
| puglin      |  | power underground     |
| sansew      |  | sanitary sewer line   |
| telline     |  | telephone line        |
| tuglin      |  | telephone underground |
| tvug        |  | cable line            |
| urbexsansew |  | urban exist san sewer |
| urbsansew   |  | urban snaitary sewer  |
| watlin      |  | water line            |

# ROADWAY LINE STYLES

5-4

## RAIL ROAD

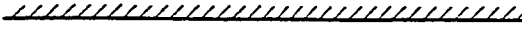
rail road 

rail road


railway 

railway


## RIGHT OF WAY

copbdy 

corporate boundry

coulin 

county line

presrw 

present r/w

prolin 

property line

qseclin 

1/4 section line

rwlf 

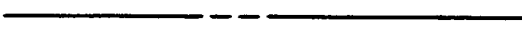
r/w fence

rwlfa 


r/w access

rwlinf 

r/w fence/access

seclin 


section line

stseln 

1/16 section line

xrwla 

r/w access symbol

xrwlnfa 

r/w fence/access symb

xrwlf 

r/w fence symbol

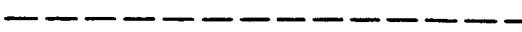
## MISCELLANEOUS

cl 

center line

lgtjnt 

longitudinal joint

togrjt 

tongue & groove jo



PEN WIEGHT = 0

|    |            |
|----|------------|
| 0  | [REDACTED] |
| 1  | [REDACTED] |
| 2  | [REDACTED] |
| 3  | [REDACTED] |
| 4  | [REDACTED] |
| 5  | [REDACTED] |
| 6  | [REDACTED] |
| 7  | [REDACTED] |
| 8  | [REDACTED] |
| 9  | [REDACTED] |
| 10 | [REDACTED] |
| 11 | [REDACTED] |
| 12 | [REDACTED] |
| 13 | [REDACTED] |
| 14 | [REDACTED] |
| 15 | [REDACTED] |
| 16 | [REDACTED] |
| 17 | [REDACTED] |
| 18 | [REDACTED] |
| 19 | [REDACTED] |
| 20 | [REDACTED] |
| 21 | [REDACTED] |
| 22 | [REDACTED] |
| 23 | [REDACTED] |
| 24 | [REDACTED] |
| 25 | [REDACTED] |
| 26 | [REDACTED] |
| 27 | [REDACTED] |
| 28 | [REDACTED] |
| 29 | [REDACTED] |
| 30 | [REDACTED] |
| 31 | [REDACTED] |
| 32 | [REDACTED] |

APPROVED PEN TABLES:

LEROYH  
 COLPEN.TBL  
 XPEN.TBL

LAZER PRINTERS  
 THERMAL PLOTTERS  
 ELECTROSTATIC PLOTTER (PLANNING DIV.)

**SECTION 6**

**PLOTTING  
INFORMATION**

## PLOTTING INFORMATION

### BUILDING A PLOT QUEUE:

1. Open **My Computer > Printers > Add Printer**
2. Click **Network Printer Server > Next**
3. Double click on the desired printer > **Finish**

### DELETING A PLOT QUEUE:

1. Single click on the plotter icon
2. Click the X on the menu bar
3. Accept

### DELETING A PLOT:

1. Bring up the plotter window
2. Select **YOUR** plot
3. Click the X on the menu bar
4. Accept



## PLOTTING SET FILES

The .set files help to simplify plotting in MicroStation. One should be created for each plotter used. The .set files will preset pen codes and color tables. This is an example of a .set file for the rur\_half plotter in Roadway Design:

File name is rur\_half.set

DSDPS04 is the plot server

The half.pen bw.tbl must reside in the directory MicroStation will point to.

```
queue=\\DSDPS04\rur_half
units=meter
pen_table=c:\usr2\flib\half.pen
color_table=c:\usr2\flib\bw.tbl
rotation=0.0
units=m
```

Activating the MicroStation .set files:

1. Click Start > Programs > InterPlot Utility
2. Select InterPlot Client Configure
3. Click Configure
4. Select Common > Edit
5. Locate and edit IP\_SETTINGS\_PATH=c:\usr2\flib (or what ever drive and path you use)
6. Click OK
7. Select MicroStation > Edit
8. Locate and edit IPLOT\_OUTPAT\_DIR=c:\usr2\scr
9. IPLOT\_COLOR\_TABLE\_PATH=c:\usr2\flib
10. IPLOT\_PEN\_TABLE\_PATH=c:\usr2\flib
11. Click OK

When MicroStation is started and iplot is selected, activate the plotter and the set file should automatically connect to the file.

## PEN TABLE FILES WITH CHARACTER STRING

The .pen file test an element against a set of conditions and modifies the elements appearance on the plotted output if it meets those conditions.

### Characters

The characters keyword enables you to replace the string in a text element with a new string. By putting text elements in your design file to act as place holders, you can later substitute these strings with useful information such as the workstation, date and time the file was plotted or design file name, pen table and color table .

We want you to have the following in your drawing files. Lower left corner (in staple margin), 90 degree angle, font =3

**\$\$date\$\$**

We need the following to be put in all the .pen files that are used for plotting:

**ENDIF**

**if (characters .eq. '\$\$datestamp\$\$') then**

**characters = "TRFPC36 "+ip\_design + " "+long\_time + " "+short\_date+"  
"+ip\_pen\_table+" "+ip\_color\_table**

**ENDIF**

Here is what your output should look like.

Sample:

TRFPC36 D:\usr2\JOBS\J0928304\pp07.dgn 9:16:34 AM 8/15/00 D:\usr2\eroyh.pen D:\usr2\bw.ctb

**SECTION 7**

**SURVEY  
DIVISION**

# SURVEY DIVISION

SURVEYING and MAPPING OKLAHOMA

INTO THE

21<sup>ST</sup> CENTURY

1995

OKLAHOMA  
D.O.T.  
SURVEY DIVISION  
AERIAL SURVEY BRANCH



## Survey Division CADD Standards

The following pages are to explain standards implemented by the Engineering Support Group. First is the surveying and mapping contract requirements by the Survey Division. Next is an overview for the technicians to understand the parameters such as weights, levels, colors, and the all important break line file. Surface feature file (.sff) or (.dtm) is just two different terms meaning the same thing. Also, included is a copy of the 'consultant pack'. With the consultant pack, the consultant will receive three floppies with all the standard seed files, and formats of cell libraries, font libraries, etc.

### OKLAHOMA DEPARTMENT OF TRANSPORTATION

#### CADD Support files and formats

1. seede.dgn - English design file 2d formats (seed file).
2. seedez.dgn - English design file 3d format (seed file).
3. seedm.dgn - Metric design file 2d format (seed file).
4. seedmz.dgn - Metric design file 3d format (seed file).
5. lstyle.rsc - Line style resource file. (MicroStation 5.0 and up).
6. newfont.rsc - Font library file (MicroStation 4.0 and under).
7. newfont.fld - Font resource file (MicroStation 5.0 and up).
8. sur4.cel - Cell library
9. surct.tbl - Color table.
10. \*.ucm - User command for MicroStation.
11. bw.tbl - Black and white color table for plotting only.

## AERIAL MAPPING SPECIFICATIONS

### SPECIAL PROVISIONS

July 1, 1996

#### **Alfalfa County. US 64 from Jct. SH 8 North to Cherokee.**

SWO 3823(1) - J/P No. 12565(01) - Photography Contract 94-12-1

Camera - Zeiss Top 15 Focal Length - 152.730 mm Date of photography - 03/03/94

Negative scale of photography 1:2400

#### **ITEMS FURNISHED BY ODOT**

Location map for project.

Calibration report for aerial camera.

One set of photographs and film positives. (2 ft lines 1/1-44, 2/1-9, 53 photo)

Targeted photo control.

Vertical profile on pavement at approximately 30 meter intervals.

All seed and cell files necessary for this project.

Successful bidder will perform the photo triangulation adjustment and topographic mapping. All photos will be utilized in the analytical adjustment. **Only models 1/4-5 thru 43-44 and 3/2-3 thru 8-9 will be used in compilation.** Mapping boundary limits - Width of mapping band will be 100 meters left and right of centerline. At major cross roads, (such as section line roads), and major streams, the width will be widened out to 155 meters with 100 meters each side of cross roads and drains.

#### **TIME OF COMPLETION**

Project will be completed and delivered to the Chief of Surveys, Oklahoma Department of Transportation, 200 N.E. 21<sup>st</sup> Street. Oklahoma City, OK. 73105, within 60 calendar days of receipt of purchase order.

Failure to deliver project on schedule may be cause to preclude Contractor from future projects.

#### **PRODUCTS TO BE DELIVERED**

1. All items furnished by ODOT
2. The following computer files in MicroStation v5.0 format on 8mm certified data cartridge tapes.
  - a. Topo file (SWO3823T.DGN)
  - b. Surface feature file (SWO3823X.SFF)
  - c. Contour file (SWO3823C.DGN)
3. Hard copy print of Topo and contour files at 1:1000 scale.
4. Print out and 3.5" disk of all analytical adjustment files.

## AERIAL MAPPING SPECIFICATIONS

### SPECIAL PROVISIONS

July 1, 1996

#### 1 INTRODUCTION

- 1.1 The intent of the specification, special provisions and associated maps is to prescribe the details for performance and completion of the work which the Consultant undertakes in accordance with the terms of this Contract. Where the specifications and special provisions describe portions of the work in general terms, but not in complete detail, it is understood that only the best general practice is to prevail and that only materials and workmanship of the first quality are to be used. Unless otherwise specified, the Consultant shall provide all labor, materials, tools, equipment, and incidentals, and do all the work involved in executing the Contract.
- 1.2 The scope of work consists of providing photogrammetrically prepared engineering maps, meeting National Map Accuracy Standards, to be delivered in Intergraph design file (DGN) format on 8mm certified data tapes using CPIO.
- 1.3 The location and identification of the project will be shown on maps included as part of the special provisions.
- 1.4 Unless otherwise specified in the special provisions the following items will be delivered.
  - a. A printout listing file names and file sizes will be included with each tape.
  - b. One set of prints of the map files plotted at the requested map scale.

#### 2.0 DELIVERY SCHEDULE

- 2.1 Refer to special provisions for time of completion, material to be delivered, and address.

#### 3.0 STEREO PLOTTERS

- 3.1 First order analytical stereo plotting instruments will be required for compilation of this project. The type of analytical stereo plotters that will be used by the Consultant is to be submitted to ODOT for approval before award of the Contract to the Consultant.

#### 4.0 GENERAL MAPPING REQUIREMENTS

- 4.1 The Consultant must have an Intergraph system in-house and linked directly to the stereoplotters to be used. All compilation must be compiled directly into the specified Intergraph design file (DGN) format. Translation from other software can be substituted if prior approval is received and demonstrated that they exactly replicate line weights, line codes, line colors, symbols, levels, patterns, and etc.
- 4.2 The maps shall be compiled at the scale and contour interval specified in the special provisions if different from specifications as listed in item 5.1.f.
- 4.3 The mapping limits, numbering, dimensions, and orientation of the final maps shall be as shown on the title sheet.
- 4.4 Adjacent map files shall butt match exactly. Match lines shall be delineated and labeled.
- 4.5 Where the meaning of symbols is obscured by adjacent topography, the object shall be labeled.
- 4.6 Where symbols shown do not properly depict a planimetric feature, the Consultant shall select an appropriate symbol and label the feature.
- 4.7 Labels shall be oriented along linear features or parallel to the flight line of the stereo model, so that the project beginning shall be at the left and project end shall be at the right.

#### 5.0 GUIDE LINES FOR DIGITAL PHOTOGRAMMETRIC STEREOCOMPILATION

- 5.1 In order that maps be compatible with ODOT's Intergraph CADD system, the following requirements must be met:
  - a. Maps produced on a CADD system by the Consultant shall conform to ODOT's current CADD standards. This includes line weights, lines codes, colors, symbols, levels, patterns, and etc. ODOT will furnish cell libraries, seed and resource files to be used in compilation to meet this criteria.
  - b. The data files provided by the Consultant shall be Intergraph vector files which can be manipulated with Intergraph software. Taster image files and all other file formats (such as DXF for SIF) are not acceptable.
  - c. Use of reference files or pen tables to achieve particular plotted effects is not allowed, each file must stand on its own.
  - d. The following is a list of 3D files to be generated and delivered to ODOT.
    - 1. SWO—T.DGN = topo file

2. SWO—X.SFF = surface feature file

3. SWO—C.DGN = contours file

Unless otherwise specified, the entire project will be delivered in the three files listed above.

- e. The name of the design file must appear in the lower left corner of the final plotted map sheet.
- f. Files shall be compiled with coordinate values to the nearest hundredth (1/100) of a millimeter. Coordinate values for all features shall be based on the grid system indicated by the control data. The working units for the design files shall be:

**UNIT NAMES**

MASTER UNITS M  
SUB UNITS CM

**RESOLUTION**

100 CM PER M  
40 POS UNITS PER CM

**WORKING AREA**

1073741 M SQUARE

**GLOBAL ORIGIN**

LOWER LEFT

3D = GO = 0.0000, 0.0000, 536870.9120  
(OKDOT seed file) FOR METRIC

STANDARD CONTOUR INTERVAL = .25 METER

ONE METER INDEX CONTOURS

.25 METER INTERMEDIATE CONTOURS

THREE INTERMEDIATE CONTOURS BETWEEN INDEXES

**OTHER FILES ASSOCIATED WITH THE DESIGN PROCESS**

font library = SURFT1.FLB      3d seed file = SEEDZ.DGN  
3D cell library = SUR4.CEL      resource file = FONT.RSC  
color table = SURCT.TBL      line style = LSTYLE.RSC  
USER COMMANDS LIBRARY

## 5.2 Guide lines for the collection of planimetric features.

The topo file (SWO—T.DGN) will consist of a 3D - DGN format. Topographic features will be patterned as per ODOT specifications (Refer to sur4.cel, lstyle.rsc, or one of many user commands furnished in the consultant packet provided). Text will conform to ODOT font library (newfont.rsc). All roads will be patterned using ODOT patterning standards (asphalt, concrete, and dirt & gravel). Any feature not in ODOT libraries, feel free to use your custom feature, however the feature must be labeled. Most features are in the library provided.

- a. All planimetric features which are visible or identifiable on, or interpretable from, the aerial photography shall be shown. Particular attention shall be given to include utility and drainage features, fences, walls, and other indications of property lines or lines of occupation.
- b. The map shall show all roads, railroads, bridges, canals, streams, dams, fence lines, wells, power and telephone poles, and billboards which are visible on the photographs. They shall also show boundaries of timber and brush areas, slide and slip out areas, orchards, and any other improvements or distinguishing features which are visible on the photographs. Free standing trees having a crown diameter of 4.5 meters or more shall be shown.
- c. All schools, parks, playgrounds, cemeteries, public buildings, hospitals, churches, institutions, and similar places of public gatherings shall be shown and labeled. Published information may be used as a source for this data and field inspection or verification will not be required.
- d. Drainage lines shall be shown in all well defined features with line strings using line style 'drain3' or user command 'drain30'. All drains will be shown, including roadside ditches, showing direction of flow whether water is present or not.
- e. Roads, streets, and sidewalks shall be shown as the separation between curb faces, hard surface edges, travel paths, or shoulder lines, as the case may be. Roadway lane striping shall be shown with the appropriate line style.
- f. The surface type of all roads, drainage ditches, parking areas, and other improved areas, except for private residential features, shall be identified and labeled as to type, i.e., asphalt, concrete, dirt, etc., as interpreted from the aerial photographs.
- g. Features which are interpreted from the photography as being under construction shall be labeled as such, and partly completed planimetric features in connection therewith shall be shown by dashed lines.

### 5.3 Guide lines for digital terrain modeling (DTM) procedures.

Surface feature file (SWO----X.SFF) will consist of a 3D - DGN format with graphic elements. Break lines will be line string and broken out on levels 52, 53, and 54 (See consultant packet surface features). Generally, two types of data points, breaklines and regular points, are used to generate a DTM. The following is a brief explanation of the data points and how they should be captured.

The data collected is to be shown on the following levels. (See Consultant packet)

| <u>Type of Feature</u>      | <u>Level</u> |
|-----------------------------|--------------|
| Surface feature text        | 50           |
| Regular break lines         | 52           |
| Border edge                 | 52           |
| Ridge lines                 | 53           |
| Drain lines                 | 54           |
| Spot elevations             | 56           |
| Regular points              | 55           |
| Progressive sampling        | 55           |
| Obscure area                | 57           |
| Sub-Surface points          | 58           |
| Index contours              | 59           |
| Index text                  | 59           |
| Intermediate contours       | 61           |
| Center line                 | 49           |
| Label and title information | 10           |

#### 5.3.a Breaklines (See Consultant packet) (SWO----.SFF file is a 3D design file .DGN - having graphic elements). There are 3 major break lines needed for surface collection.

- (1) Ridge lines = level 53 (All pavement features, and major ridge features).  
EXAMPLE: Roadway center line, edge of pavement, shoulders, top of bank, etc.
- (2) Regular Break lines = level 52 (Supplemental break lines to enhance ridge features). EXAMPLE: Edge of dirt road, toe of bank or to help define a feature.
- (3) Drain lines = level 54 (All drains, ravine, and depression areas).  
EXAMPLE: Ditches, streams, streams without water, linking to obscure areas of pooled water. But not to be confused with obscure areas. (See obscure areas level 57).

**NOTE: NO TEXT CAN BE ON THESE LEVELS!  
NO PATTERN LINES, ONLY LINE STRINGS!**

### 5.3.b Regular points (Level 55 or 56. See Consultant packet)

There are 3 major kinds of points needed for surface collection. All points to be placed with active point (x, y, & z). Place a cell symbol (X) for each point.

- (1) Regular points = level 55 (DTM points). Random points to indicate large area of flat lands. To enhance a flat area not defined by break lines. (color RED)  
(progressive sample points - aerial use only).
- (2) Spot points = level 56 (Elev. Points). Depression, saddle, and high points, where you might want to show the actual elevation (like on a QUAD. Sheet). (color GREEN).
- (3) Sub-surface points (under water etc.) = level 58. (These are added for under water shots as needed from the field crew only. (color BLUE)  
NOTE: NO TEXT CAN BE ON THESE LEVELS!

### 5.3.c Obscure areas

Obscure areas = level 57. (Mostly used for closed water area, ponds, lake pooling of water in streams etc. Or where you do not want contours going through). NOTE: Obscure areas MUST be defined as a CLOSED SHAPE!

### 5.3.d Contours

Major contours and text = level 59. (color RED)  
Minor contours = level 61. (color WHITE)

NOTE: If a feature is to be represented as both a topo and a surface feature it must be placed on the appropriate levels.

Regular points shall be recorded on a separate level and shall not be taken on breaklines. Regular points are x, y, z data points which may be captured randomly throughout the stereomodel, however, they are usually captured on a uniform grid. The grid spacings vary with the photography scale and the ruggedness of the terrain. Generally, the grid spacing should be one-tenth of the photography scale. The grid should be perpendicular to the line of flight and extend beyond the model and/or mapping limits to facilitate merging of the models.



## OKLAHOMA DEPARTMENT OF TRANSPORTATION

## CADD Support files and formats

1. seede.dgn - English design file 2d format (seed file).
2. seedez.dgn - English design file 3d format (seed file).
3. seedm.dgn - Metric design file 2d format (seed file).
4. seedmz.dgn - Metric design file 3d format (seed file).
5. lstyle.rsc - Line style resource file. (MicroStation 5.0 and up).
6. newfont.fld - Font library (MicroStation 4.0 and under).
7. newfont.rsc - Font resource file (MicroStation 5.0 and up).
8. sur4.cel - Cell library.
9. surct.tbl - Color table.
10. \*.ucm - User command for MicroStation.
11. bw.tbl - Black and white color table for plotting only.

STATE OF OKLAHOMA  
 DEPARTMENT OF TRANSPORTATION  
 ENGINEERING SUPPORT GROUP  
 CHAIRMAN - MIKE MAUPIN  
 (405) 521-4241  
 ISSUED BY THE SURVEY DIVISION  
 5-11-95

DESIGN WORKING UNITS AND GLOBAL ORIGIN — (METRIC)  
 (2d or 3d files)

UNIT NAMES

MASTER UNITS     M  
 SUB UNITS        CM

RESOLUTION

100               CM PER M  
 40                POS UNITS PER CM

WORKING AREA

1073741 M SQUARE

GLOBAL ORIGIN

LOWER LEFT

seedm.dgn 2d = Go = 0.0000, 0.0000  
 seedz.dgn 3d = Go = 0.0000,0.0000,536870.9120  
 (OKDOT seed file) FOR METRIC

Maximum triangle size for INROADS = 85 meters.  
 (NOTE: This is only a suggestion or starting place)

Standard contour interval = .25 meter  
 1 meter index contours  
 .25 meter intermediate contours  
 -3 intermediate contours between indexes

Standard plotting size = 1000:1 is approx. size of 1" = 100'

Other files associated with the design process.

font library     = surft1.flb ----- 4.0 Only  
 cell library     = sur4.cel  
 color table     = surct.tbl  
 font.rsc -----5.0 MicroStation and above  
 linestyle library = lstyle.rsc

Note: Text size is in ration to compile to leroy size guides.

Note: To check the global origin, type in at a command line in graphic ---- go=\$

STATE OF OKLAHOMA  
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 CHAIRMAN - MIKE MAUPIN  
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 ISSUED BY THE SURVEY DIVISION  
 5-11-95

DESIGN WORKING UNITS AND GLOBAL ORIGIN — (ENGLISH)  
 (2d or 3d files)

UNIT NAMES

MASTER UNITS FT  
 SUB UNITS TH

RESOLUTION

10 TH PER FT  
 120 POS UNITS PER TH

WORKING AREA

3579139 FT SQUARE

GLOBAL ORIGIN

LOWER LEFT

sdiseedm.dgn or seede.dgn 2d = Go = 0.0000, 0.0000

sacseedz.dgn or seedez.dgn 3d = Go = 0.0000, 0.0000, 1789569.7067

(OKDOT seed.dgn files)

Maximum triangle size for INROADS = 250 feet.

(NOTE: This is only a suggestion or starting place)

Other files associated with the design process.

font library = surft1.flb ----- 4.0 Only

cell library = sur3.cel

color table = surct.tbl

font.rsc -----5.0 MicroStation and above

linestyle library = lstyle.rsc

Note: Text size is in ration to compile to leroy size guides.

Note: To check the global origin, type in at a command line in graphic ---- go=\$

## AERIAL MAPPING SPECIFICATIONS

## SPECIAL PROVISIONS

July 1, 1996

In standardizing the department the following has been noted as "The Standard".

(AS OF 2-1-96)

## SURFACE FEATURES

\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$BREAK LINES\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$  
There are 3 major break lines needed for surface collection.

1. Reg. Break lines = level 52 (All breaks but pavement features).  
EXAMPLE: Edge of dirt road, toe of bank or to help define something.
2. Ridge lines = level 53 (All pavement features, and major ridge features).  
EXAMPLE: Down center line, edge of pavement, shoulders, top of bank, etc.
3. Drain lines = level 54 (All drains, ravine and depression areas).  
Example: Ditches, streams, streams without water, linking to obscure areas of pooled water. But, not to be confused with obscure areas. (See obscure areas level 57).

\*\*\*\*\*NOTE: NO TEXT CAN BE ON THESE LEVELS!  
NO PATTERN LINES, ONLY LINE STRINGS!\*\*\*\*\*

\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$POINTS\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$  
There are 3 major kinds of points needed for surface collection. All points to be placed with active point (x,y, & z). Place a cell symbol (X) for each point.

1. Regular points = level 55 (DTM points). Random points to indicate large area of flat lands. To enhance a flat area not defined by break lines. (color RED)  
(progressive sample points - aerial use only).
2. Spot points = level 56 (Elev. Points). Depression, saddle, and high point, where you might want to show the actual elev. (Like on a QUAD. Sheet) (color GREEN)  
\*\*\*\*\*NOTE: Text for these spots **must** be on level 62.
3. Sub-surface points (under water etc.) = level 58 (These are added for under water shots as needed from the field crew only. (color BLUE)

\*\*\*\*\*NOTE: NO TEXT CAN BE ON THESE LEVELS!\*\*\*\*\*

Obscure areas are a little different.

Obscure areas = level 57 (Mostly used for closed water area, ponds, lake pooling or water in streams etc. or where you do not want contours going through).

\*\*\*\*\*NOTE: Obscure areas MUST be defined as a CLOSED SHAPE!

DRIFT REMOVALS

Drift removals for BR-Projects will be put on level 62 with line strings for the drift only, single points will still be on level 58 sub-surface points. Level 62 will also be used for niscellaneous surface information as needed, but must be noted as t what it is. (color GREEN)

CONTOURS

Major contours and text = level 59 (color RED)

Minor contours = level 61 (color white)

\*\*\*\*\*

NOTE: If you want a feature to be represented as a topo feature, fine, BUT, if it is to be considered within the surface features it must be on its respected level above.

**COGO POINT ASSIGNMENTS**  
**REV. 8**  
**SURVEY DIVISION 12-16-96**  
**8:30 A.M.**

## ALIGNMENT POINTS ASSIGNMENTS

|                                                                                   | TOTAL POINTS |
|-----------------------------------------------------------------------------------|--------------|
| MISCELLANEOUS POINTS 1 THRU 2999 (USE FOR YOUR TESTING)<br>AND CENTER LINE POINTS | 2999         |

Center line profile will be numbered 3000 thru 3999 and placed on level 50 with point number and elevation.

NOTE: This profile is for Aerial uses only, not to be used for design.

Profile points will be consistent numbering with a description,  
noting center line profile (clp) or similar abbreviation.

|                  |      |      |     |
|------------------|------|------|-----|
| POINTS ON SPIRAL | 4000 | 4999 | 999 |
|------------------|------|------|-----|

## CURVES ASSIGNMENTS

|            | POINT | CURVE # | I.D. |   |
|------------|-------|---------|------|---|
| P.I. 10011 | 100   | 100     | 1    | 1 |
| P.C. 10012 | 100   | 100     | 1    | 2 |
| P.T. 10013 | 100   | 100     | 1    | 3 |
| C.C. 10014 | 100   | 100     | 1    | 4 |

(10,000 = CURVES INFORMATION)

## MISCELLANEOUS POINTS I.D.

|                  |                |  |     |
|------------------|----------------|--|-----|
| PRESENT R/W      | 5000 THRU 5999 |  | 999 |
| P.I. W/O CURVES  | 6000 THRU 6999 |  | 999 |
| PHOTO CONTROL    | 7000 THRU 7999 |  | 999 |
| PROPERTY CORNERS | 8000 THRU 8999 |  | 999 |

\*\*\*\*\*

|                 |           |  |   |
|-----------------|-----------|--|---|
| SECTION CORNERS | 9000 THRU |  | * |
|-----------------|-----------|--|---|

|             |  |  |   |
|-------------|--|--|---|
| 1/4 CORNERS |  |  | * |
|-------------|--|--|---|

600 Total points

|                |      |  |   |
|----------------|------|--|---|
| CENTER SECTION | 9600 |  | * |
|----------------|------|--|---|

\*\*\*\*\*

9700 TO 9999 ARE TO BE USED BY OTHER DIVISIONS TO DO WITH AS THEY WISH.

# SECTION 8

## MISCELLANEOUS NT COMMANDS

## MSDOS COMMAND PROMPT

### SENDING MESSAGES TO ALL WORKSTATION:

This will send a message to anyone on the domain with an NT computer.

From the **MSDOS** command prompt, key in:

**net send /domain:okladotnt (your message) <Enter>**

### PRINTING A DIRECTORY LIST:

To print a listing of a directory to print.

1. Change directories to the one to be printed.
2. From the **MSDOS** command prompt, key in: **dir /s>filename**
3. Using wordpad or the preferred editor, open the file.
4. Edit, print or modify the file then, print it.

### PING:

To check for network connections.

From the **MSDOS** command prompt, key in: **ping rdypc28 (example)**

Things to know:

1. If there is no response, one of the workstations is having network problems.
2. If there is a response from using ping to contact other computers then, it is probably the other workstation.
3. Ping Notes9a to see if there is a response from Lotus Notes.
4. If a specific address is known and can not be hit by name, try the address.
5. After determining which workstation is not communicating, first, check the network plug to see that it is plugged in completely then, try a reboot or a complete shut down/power off. If this does not work, it may be necessary to contact the Information Services Help Desk.



## NT TIPS AND HINTS

### **Ctrl + Alt + Delete:**

Holding all three of these keys down at the same time while logged into NT will bring up the **Window NT Security** box. There are six options:

**Lock Workstation** - The user and the administrator are the only ones who can unlock the workstation. If you are in a file, lock your workstation, and the administrator has to unlock it, your work may be corrupted or destroyed.

**Logoff** - This will log the user out of the workstation. This may also be done with the **Start** button > **Shut Down** > click **Close All Programs And Log On As A Different User**.

**Shut Down** - Will shut down the workstation so that it can be restarted or turned off. This can also be done with the **Start** button > **Shut Down** window.

**Change Password** - If you are changing your password, make sure it gets changed on the Domain or you will not be able to connect across the network.

**Task Manager** - This is used if a process is locked up or having problems.

There are three options:

- End Task - Stops a process
- Switch To - Changes to another process
- New Task - Select a process to start

### **RECYCLE BIN:**

Anything that is deleted from Explore or off the desktop is sent to the Recycle Bin. Be sure to empty this bin occasionally. If you have deleted something accidentally, look in the Recycle Bin, if it is there, it can be un-deleted.

### **CREATING SHORT CUTS:**

1. Find the .exe file that is to be put on the desktop under Explore.
2. Click on the name using the right mouse button.
3. Click on Create Shortcut.
4. Locate the shortcut in the directory and drag it to the desktop.
5. In some cases the shortcut will automatically go on the desktop (when using Start > Find Files and Folders)

## LOTUS NOTES TIPS

1. When sending or forwarding mail, verify the names selected or keyed in. If a name is keyed in, Lotus Notes will get the first one in either address book. Make sure you know who you are sending the mail to.
2. Do not save junk mail. Either delete it or archive it. The mail is not resident on your workstation and will use up space on the server.

**The following are instructions provided by Information Services to create an archive folder local to your workstation. This was printed from Employee News on 10/1/98.**

Open the Archiving view in you mail database above Agents and below Folders and Views.

Click on the Setup Archive Button.

Click on "Archive Documents" to place an "X" in the box, then fill in the number of days after expiration that Notes should wait before archiving documents. For example, 5 days.

Click on "Archive documents which have no activity" to place an "X" in the box, then type in the number to indicate how many days of inactivity are acceptable before Notes archives a document. For example, 30 days.

Click on the Specific Archive Location button.

In the "Documents are archived field" choose Locally. **DO NOT CHOOSE SERVER.** Any archived databases found on the Notes server will be deleted immediately without any warning.

Please leave the archive database name as the default. By default, the archive database name begins with the character A\_ followed by the first six letters of the name of your mail database. For example, if you mail database if named PWHATLEY.NSF, the archive database if named A\_PWHATL.NSF.

Click on OK.

Click on the Save Profile button.

Click on the Close button.

Click on the Archive Now button.

Are you sure....click on Yes.

Since this is the first time it may take several minutes....click on Yes.

After the archive has finished, press the ESC key to get to the Workspace desktop of Lotus Notes.

**The following instruction will add the Archive Database Icon to your desktop:**

click on the work File at the top of the screen.

Click on the word Database and then click on the work Open.

Make sure the server is Local.

Under Filename, type the archive database name (Ex. MAIL\A\_PWHATL.NSF) and click on Add icon.

Click on done.

The next step is compacting your database, the following instructions will allow you to compact your database:

right click on the icon where you read your mail (Example: Pam Whatley or Pan Whatley on Notes9a) choose Database Properties.

Click on the Information tab (a white "i" with a blue circle around it) to move to the second page of the properties dialog box.

Click on the Compact button.

Click on OK.

Notes compacts the workspace. It may take up to several minutes to compact the workspace depending on the size of the database that is being compacted.

It would be best to email Jason Nichols or Pam Whatley rather than call the Help Desk on this matter because of the quantity of users.

**The next instructions are to activate Employee News:**

After Lotus Notes has been loaded and the initial start up has been done, open your Lotus Notes.

1. Click on the word **File** at the top of the screen.
2. Click on **Database** and then the word **Open**.
3. Under **Server** change to **Notes9a/ODOT** and then click on the word **Open**.
4. Under **Filename** type the following **mail\enews.nsf** and then click on **Add Icon**.
5. Click on **Done**.
6. Double click on the Employee News on Notes9a icon.

You will not be able to delete any of this mail as it resides on the server.

### **E-mail Attachments:**

E-mail attachments, like any other mail, resides on the server. If it is to be kept, it should be detached, otherwise it can be deleted like any other mail.

#### **To Detach E-mail:**

- Double click on the attachment icon.
- Click DETACH from the popup window.
- Move the directory the attachment is to be placed.
- Click DETACH.
- Exit popup window.
- Close mail.

#### **To Hit Netscape From E-mail:**

- Click **File > Mobile > Edit Current Location**
- Change **Internet Browser** to read **Netscape Navigator**
- After this is done, an internet address that is sent through e-mail can be hit by double clicking on the address in the e-mail.

# SECTION 9

## LEVEL, WEIGHT, and COLOR GUIDE































## NEW CONSTRUCTION

| PAVEMENT                        | FONT | CELLS  | LINE STYLES | LINE CODES | LEVEL | COLOR | WEIGHT |
|---------------------------------|------|--------|-------------|------------|-------|-------|--------|
| Text                            | 10   |        |             |            | 44    | 4     | 1      |
| Asphalt                         |      |        |             |            | 43    | 4     | 1      |
| Bridge                          |      |        |             |            | 45    | 4     | 1      |
| Curb                            |      |        | NCURB       |            | 43    | 4     | 1      |
| Curb & Gutter                   |      |        | CANDG       |            | 43    | 4     | 0      |
| Dirt & Gravel Road              |      |        |             |            | 43    | 4     | 1      |
| Guard Rail                      |      |        | NGRDRL      |            | 43    | 4     | 1      |
| Concrete Road                   |      |        |             |            | 43    | 4     | 1      |
| Sidewalk                        |      |        |             |            | 43    | 4     | 1      |
| Trail                           |      |        |             |            | 43    | 4     | 1      |
| Construction Note Leader        |      | HLFARR |             |            | 44    | 4     | 1      |
| Detours                         |      |        |             |            | 43    | 4     | 1      |
| Dividing Strip                  |      |        |             |            | 43    | 4     | 1      |
| Drive (Pvt. Type 1 Flared 5' R) |      | TP1FD5 |             |            | 43    | 4     | 1      |
| Drive (Pvt. Type 1 10' R)       |      | TP1D10 |             |            | 43    | 4     | 1      |
| Drive (Comm. Type 2a 5' R)      |      | TP2AD5 |             |            | 43    | 4     | 1      |
| Dirve (Comm. Type 2 15' R)      |      | TP2D15 |             |            | 43    | 4     | 1      |
| Integral Curb                   |      |        | NCURB       |            | 43    | 4     | 1      |
| Longitudinal Joint              |      |        |             |            | 43    | 4     | 1      |
| Median Openings                 |      |        |             |            | 43    | 4     | 1      |
| Note Leader 6                   |      | NOLE06 |             |            | 43    | 4     | 1      |
| Note Leader 9                   |      | NOLE09 |             |            | 43    | 4     | 1      |
| Ramp (WCR Type B 6" Curb)       |      | WCRB6  |             |            | 43    | 4     | 1      |
| Ramp (WCR Type A 6" Curb)       |      | WCRA6  |             |            | 43    | 4     | 1      |
| Ramp (Section Line)             |      | SLRP25 |             |            | 43    | 4     | 1      |
| Ramp (Private)                  |      | PVRP15 |             |            | 43    | 4     | 1      |
| Street Return                   |      | STR25W |             |            | 43    | 4     | 1      |
| Tongue & Groove Joint           |      |        |             |            | 43    | 4     | 3      |
| Top of Cut/Toe of Slope         |      |        |             | 3          | 42    | 1     | 1      |
| Walls                           |      |        |             |            | 43    | 4     | 1      |







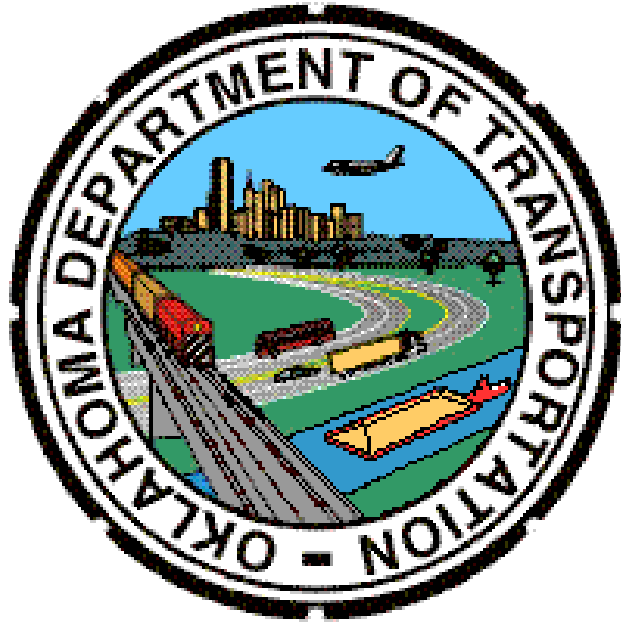












## **Policy Directives and Administrative Orders**

State Statutes, Transportation Commission Rules, Regulations, Policies and Procedures and Published Rules of the Office of Personnel Management and Merit Protection Commission shall prevail when in conflict with approved Official Policies and Administrative Orders of the Department of Transportation.

Signed copies of all Policy Directives and Administrative Orders will be located in the Office of the Assistant Director-Administration. This office will be glad to assist in any way and gratefully accept your comments to better improve services to you.

***Please send your comments via E-mail to Kookie Gerlitz.***

You may notice slight variations in format from those policies on line and those hard copies sent. This was done to standardize the formatting. The content was not changed or altered.

## **Policy Directives and Administrative Orders Log**

Section A - General

Section B - Administration

Section C - Planning / Programming

Section D - Engineering

Temporary Policies



MARCH 1, 2006

## POLICY DIRECTIVES AND ADMINISTRATIVE ORDERS LOG

### SECTION B - ADMINISTRATION

| POLICY NO.         | EFF. DATE           | TITLE                                                                                                            |
|--------------------|---------------------|------------------------------------------------------------------------------------------------------------------|
| B-101-2            | 09-21-86            | EMPLOYEE ETHICAL CONDUCT                                                                                         |
| B-101-2-(1)        | 01-04-94            | EMPLOYEE ETHICAL CONDUCT - ACCEPTANCE OF OFFERINGS                                                               |
| B-101-2-(2)        | 07-01-90            | EMPLOYEE ETHICAL CONDUCT - PERSONAL BUSINESS                                                                     |
| B-101-2-(3)        | 01-02-92            | EMPLOYEE ETHICAL CONDUCT - CONFLICT OF INTEREST                                                                  |
| B-101-2-(4)        | 06-15-89            | EMPLOYEE ETHICAL CONDUCT - NEPOTISM                                                                              |
| B-101-4            | 09-06-89            | MAILROOM AND FACILITIES                                                                                          |
| B-103-1            | 06-15-00            | PROJECT MANAGEMENT                                                                                               |
| B-104-1            | 05-01-96            | USE OF THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FACILITIES                                                      |
| B-105-1            | 06-02-03            | RECORDS MANAGEMENT PROGRAM                                                                                       |
| B-105-1-(1)        | 06-02-03            | MICROFILMING OF ODOT'S RECORDS                                                                                   |
| B-105-1-(2)        | 06-02-03            | RECORDS MANAGEMENT PROGRAM - MAINTENANCE/STORAGE                                                                 |
| B-201-1            | 12-21-83            | FINANCIAL ACCOUNTING - ASSIGNMENT OF RESPONSIBILITY                                                              |
| <del>B-201-2</del> | <del>02-14-84</del> | <del>REPORTING CHANGES IN FINANCIAL ACCOUNTING-<br/>RESCINDED MARCH 1, 2006</del>                                |
| B-201-3            | 05-01-98            | AUDIT RESPONSIBILITIES - COGNIZANCE - NOTIFICATION                                                               |
| B-201-4            | 08-01-95            | RESPONSE TO AUDIT FINDINGS                                                                                       |
| B-202-1            | 02-01-02            | RECEIPT OF MONEY                                                                                                 |
| B-202-2            | 11-01-99            | BILLING, RECEIPT AND COLLECTION OF MONEY                                                                         |
| B-203-1            | 04-03-95            | PAYROLL                                                                                                          |
| B-203-1-(1)        | 04-03-95            | PAYROLL - TYPES                                                                                                  |
| B-203-1-(2)        | 09-01-96            | PAYROLL - WARRANT CANCELLATION                                                                                   |
| B-203-1-(3)        | 04-03-95            | PAYROLL - LEAVE                                                                                                  |
| B-203-1-(4)        | 09-01-95            | PAYROLL - DEDUCTIONS                                                                                             |
| B-203-1-(5)        | 01-10-94            | PAYROLL - EMPLOYEE'S BENEFIT COUNCIL                                                                             |
| B-204-1            | 09-03-02            | REIMBURSEMENT FOR OUT OF AGENCY USE OF ODOT AIRCRAFT<br>(OAC 730:1-7-1,2,3,4.)                                   |
| B-301-1            | 10-01-96            | GRIEVANCE MANAGEMENT INFORMATION<br>- Subchapter 19, Internal Agency Grievance Resolution Procedures (455:10.19) |
| B-301-1-(1)        | 09-01-95            | GRIEVANCE MANAGEMENT INFORMATION<br>- Internal Agency Grievance Resolution Form MPC 900                          |
| B-301-2            | 04-28-87            | EMPLOYEE RIGHT-OF-EXPRESSION AND COMMUNICATION                                                                   |
| B-301-3            | 03-13-89            | TARGETED ENGINEERING POSITIONS                                                                                   |
| B-302-1            | 05-01-05            | CONFIDENTIALITY OF PERSONNEL RECORDS                                                                             |
| B-302-2            | 07-01-90            | OPEN RECORDS ACT                                                                                                 |

| <b>POLICY NO.</b>       | <b>EFF. DATE</b>     | <b>TITLE</b>                                                                     |
|-------------------------|----------------------|----------------------------------------------------------------------------------|
| B-303-1                 | 04-03-95             | FAIR LABOR STANDARDS ACT - OVERTIME PAY                                          |
| B-303-1-(1)             | 02-23-94             | FAIR LABOR STANDARDS ACT - CLASSIFICATION LIST - OVERTIME ELIGIBILITY            |
| B-303-1-(2)             | 07-01-00             | FAIR LABOR STANDARDS ACT - RECORD KEEPING REQUIREMENTS                           |
| B-304-1                 | 01-11-01             | CONTRACT LABOR - TEMPORARY EMPLOYMENT AGENCIES                                   |
| B-305-1                 | 05-01-05             | REDUCTION-IN-FORCE<br>- Merit Rules for Employment                               |
| B-305-2                 | 06-17-87             | APPOINTMENT TO VACANT POSITIONS                                                  |
| B-305-2-(1)             | 05-01-05             | APPOINTMENT TO VACANT POSITIONS - PROMOTIONS                                     |
| B-305-2-(2)             | 07-01-90             | APPOINTMENT TO VACANT POSITIONS - TRANSFER                                       |
| B-305-2-(3)             | 04-01-84             | APPOINTMENT TO VACANT POSITIONS -REINSTATEMENT                                   |
| B-305-2-(4)             | 07-01-90             | APPOINTMENT TO VACANT POSITIONS - TEMPORARY                                      |
| B-305-2-(5)             | 07-01-90             | APPOINTMENT TO VACANT POSITIONS - DETAIL TO SPECIAL DUTY                         |
| B-305-2-(6)             | 07-01-90             | APPOINTMENT TO VACANT POSITIONS - DEMOTION                                       |
| B-305-2-(7)             | 07-01-90             | APPOINTMENT TO VACANT POSITIONS - PROBATIONARY/PERMANENT                         |
| B-305-3                 | 07-01-90             | PROBATIONARY EMPLOYEE/PERIOD                                                     |
| B-305-4                 | 03-01-96             | SEPARATION FROM EMPLOYMENT                                                       |
| B-305-5                 | 08-19-87             | LIMITED/LIGHT DUTY RETURN TO WORK                                                |
| B-305-6                 | 04-01-92             | EMPLOYMENT - COMMERCIAL DRIVERS LICENSE                                          |
| B-306-1                 | 03-01-96             | REGULATORY SERVICES - TITLE VI AND THE DISADVANTAGED BUSINESS ENTERPRISE PROGRAM |
| B-306-2                 | 03-08-84             | EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION                              |
| B-306-2-(1)             | 05-16-98             | GRIEVANCE MANAGEMENT INFORMATION - DISCRIMINATION                                |
| B-306-3                 | 09-11-91             | SEXUAL HARASSMENT - DISCRIMINATION                                               |
| B-307-1                 | 05-01-05             | LEAVE AND ABSENCE-FROM-WORK ASSIGNMENT                                           |
| <del>B-307-1-(1)</del>  | <del>Rescinded</del> | <del>ANNUAL LEAVE</del>                                                          |
| <del>B-307-1-(2)</del>  | <del>Rescinded</del> | <del>WITNESS AND JURY DUTY LEAVE</del>                                           |
| <del>B-307-1-(3)</del>  | <del>Rescinded</del> | <del>EDUCATIONAL LEAVE</del>                                                     |
| <del>B-307-1-(4)</del>  | <del>Rescinded</del> | <del>ENFORCED LEAVE</del>                                                        |
| <del>B-307-1-(5)</del>  | <del>Rescinded</del> | <del>HOLIDAY LEAVE</del>                                                         |
| <del>B-307-1-(6)</del>  | <del>Rescinded</del> | <del>LEAVE-OF-ABSENCE WITHOUT PAY</del>                                          |
| <del>B-307-1-(7)</del>  | <del>Rescinded</del> | <del>MILITARY LEAVE</del>                                                        |
| <del>B-307-1-(8)</del>  | <del>Rescinded</del> | <del>PROFESSIONAL LEAVE</del>                                                    |
| <del>B-307-1-(9)</del>  | <del>Rescinded</del> | <del>SICK LEAVE</del>                                                            |
| <del>B-307-1-(10)</del> | <del>Rescinded</del> | <del>VOTING LEAVE</del>                                                          |
| <del>B-307-1-(11)</del> | <del>Rescinded</del> | <del>INCLEMENT WEATHER PROCEDURES -- AUTHORIZED ABSENCES</del>                   |
| <del>B-307-1-(12)</del> | <del>Rescinded</del> | <del>OFFICIAL ABSENCE</del>                                                      |

| POLICY NO.              | EFF. DATE            | TITLE                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <del>B-307-1-(13)</del> | <del>Rescinded</del> | <del>TRAINING-ABSENCE</del>                                                                                                                                                                                                                                                                                                                                    |
| <del>B-307-1-(14)</del> | <del>Rescinded</del> | <del>FAMILY AND MEDICAL LEAVE</del>                                                                                                                                                                                                                                                                                                                            |
| <del>B-307-1-(15)</del> | <del>Rescinded</del> | <del>STATE EMPLOYEE LEAVE SHARING</del>                                                                                                                                                                                                                                                                                                                        |
| B-308-1                 | 09-01-94             | POLITICAL ACTIVITY                                                                                                                                                                                                                                                                                                                                             |
| B-310-1                 | 07-01-97             | TRAVEL EXPENSES - REIMBURSEMENT                                                                                                                                                                                                                                                                                                                                |
| B-310-1-(1)             | 07-01-2001           | STATE TRAVEL EXPENSES - REIMBURSEMENT                                                                                                                                                                                                                                                                                                                          |
| B-310-2                 | 05-15-93             | TRANSFERRED EMPLOYEES - PARTIAL PAYMENT OF MOVING EXPENSES                                                                                                                                                                                                                                                                                                     |
| B-310-3                 | 10-19-88             | TRANSPORTING PASSENGERS IN ODOT VEHICLES                                                                                                                                                                                                                                                                                                                       |
| B-310-4                 | 05-01-05             | VEHICLE USE - TO AND FROM EMPLOYEE RESIDENCE                                                                                                                                                                                                                                                                                                                   |
| B-311-1                 | 03-01-96             | EMPLOYEE PERFORMANCE APPRAISAL<br>- ODOT-HR199A, (8-94) Pages 1-4                                                                                                                                                                                                                                                                                              |
| B-312-1                 | 08-01-92             | DISCIPLINARY/TERMINATION ACTION W/FORMS<br>- Proposed Disciplinary Action: Notice of Disciplinary Action - PR543, dtd 03/95<br>- Specifics of Cause, dtd 2-87<br>- Notice of Forfeiture of Office or Employment, April 1995<br>- Petition for Appeal - MPC-200, dtd 08-95                                                                                      |
| B-312-1-(1)             | 01-02-92             | PREDISCIPLINARY/PRETERMINATION HEARING PRIOR TO DISCHARGE, SUSPENSION WITHOUT PAY, INVOLUNTARY DEMOTION OR FORFEITURE OF POSITION W/FORMS<br>- Proposed Disciplinary Action: Notice of Predisciplinary Action - PR543, dtd 03-95<br>- Specifics of Cause, dtd 2-87<br>- Notice of Pre-Termination Hearing (Forfeiture of Office or Employment), NPH-April 1995 |
| B-402-1                 | 06-01-89             | ODOT COMMUNICATIONS HANDBOOK                                                                                                                                                                                                                                                                                                                                   |
| B-502-1                 | 08-01-90             | DRUG FREE AWARENESS PROGRAM                                                                                                                                                                                                                                                                                                                                    |
| B-601-1                 | 04-30-03             | DEPARTMENT PURCHASING                                                                                                                                                                                                                                                                                                                                          |
| B-601-1-(1)             | 04-30-03             | REQUISITION FOR PURCHASING                                                                                                                                                                                                                                                                                                                                     |
| B-601-1-(2)             | 11-01-98             | SPLIT PURCHASING                                                                                                                                                                                                                                                                                                                                               |
| B-903-1                 | 10-01-85             | ODOT GUIDELINES FOR PUBLIC AUCTION OF AUTOMOTIVE EQUIPMENT                                                                                                                                                                                                                                                                                                     |
| B-904-1                 | 05-30-99             | PREPARATION AND MAINTENANCE OF INVENTORY RECORDS                                                                                                                                                                                                                                                                                                               |
| B-905-1                 | 05-06-83             | ODOT EQUIPMENT PREVENTIVE MAINTENANCE MANUAL                                                                                                                                                                                                                                                                                                                   |
| B-1003-1                | 03-01-84             | PUBLIC ACCESS TO MEETINGS AND RECORDS                                                                                                                                                                                                                                                                                                                          |
| B-1101-1                | 11-01-94             | REPORTING BURGLARIES, THEFTS AND VANDALISM AND SAFEGUARDING ODOT PROPERTY AND EQUIPMENT.                                                                                                                                                                                                                                                                       |
| B-1101-2                | 12-01-05             | ACCESS TO DEPARTMENT FACILITIES                                                                                                                                                                                                                                                                                                                                |
| B-1201-1                | 07-01-00             | USE OF INFORMATION SERVICES DIVISION RESOURCES                                                                                                                                                                                                                                                                                                                 |
| B-1202-1                | 07-01-00             | INTERNET ACCESS                                                                                                                                                                                                                                                                                                                                                |
| B-1203-1                | 07-01-00             | ELECTRONIC-MAIL SYSTEM                                                                                                                                                                                                                                                                                                                                         |





# POLICY DIRECTIVES AND ADMINISTRATIVE ORDERS LOG

## SECTION D - ENGINEERING

| POLICY NO.  | EFF. DATE | TITLE                                                                              |
|-------------|-----------|------------------------------------------------------------------------------------|
| D-102-1     | 11-21-87  | CLEAR ZONE                                                                         |
| D-201-1     | 02-20-84  | REPLACEMENT OF RIGHT-OF-WAY FENCES                                                 |
| D-201-1-(1) | 02-20-84  | DESIGN & CONSTRUCTION OF REPLACEMENT RIGHT-OF-WAY FENCES                           |
| D-202-1     | 04-28-83  | REMOVAL OF ENCROACHMENTS                                                           |
| D-202-1-(1) | 01-15-88  | UTILITY REGULATIONS AND REARRANGEMENTS                                             |
| D-302-1     | 01-10-94  | TRAFFIC ENGINEERING                                                                |
| D-303-1     | 06-27-83  | MINIMUM CLEARANCE WARNING SIGNS                                                    |
| D-303-2     | 06-27-83  | "WATCH FOR ICE ON BRIDGE" WARNING SIGNS                                            |
| D-401-1     | 05-12-83  | CONTRACT ADMINISTRATION MANUAL                                                     |
| D-401-2     | 07-01-88  | ENGINEER'S ESTIMATE - CONFIDENTIALITY                                              |
| D-401-3     | 05-15-92  | CONTRACT ADMINISTRATION - NONPAYMENT COMPLAINT AND BONDING INFORMATION             |
| D-402-1     | 05-12-83  | CONSTRUCTION SPECIFICATIONS                                                        |
| D-402-2     | 07-06-83  | WRITING, REVIEWING AND APPROVING SPECIFICATIONS, SPECIAL PROVISIONS AND PLAN NOTES |
| D-402-2-(1) | 07-06-83  | GUIDELINES FOR WRITING SPECIFICATIONS, PLAN NOTES AND SPECIAL PROVISIONS           |
| D-402-2-(2) | 07-06-83  | SAMPLE FORMAT FOR SPECIAL PROVISIONS                                               |
| D-404-1     | 05-12-83  | SAMPLING AND TESTING METHODS                                                       |
| D-404-2     | 05-12-83  | SAMPLING GUIDE                                                                     |
| D-404-3     | 03-01-02  | NONPAYMENT OF OVERWEIGHT DELIVERIES                                                |
| D-404-4     | 02-01-04  | NUCLEAR MEASUREMENT GAUGES                                                         |
| D-501-1     | 10-01-96  | ODOT MAINTENANCE MANUAL                                                            |
| D-501-2     | 05-06-83  | ODOT WAREHOUSE MANUAL                                                              |
| D-502-1     | 10-01-96  | DRIVEWAY REGULATIONS                                                               |
| D-503-1     | 10-01-96  | ODOT MOWING GUIDE                                                                  |
| D-504-1     | 08-01-95  | HERBICIDE PROGRAM                                                                  |
| D-601-1     | 10-01-96  | VALUE ENGINEERING                                                                  |
| D-601-1-(1) | 10-01-96  | VALUE ENGINEERING                                                                  |
|             |           |                                                                                    |
|             |           |                                                                                    |





# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-101-1**

SUBJECT

**INTERNAL COMMUNICATIONS SYSTEM**

PAGE NO. **1 of 4**

DATED **11-08-82**

EFFECTIVE DATE

**11-08-82**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s R.A. Ward**

POLICY REPLACED

**Yes**

POLICY NO.

**Operating Memo No. 1**

PAGE NO.

**All**

DATED

**04-07-47**

## **POLICY**

**THE OKLAHOMA DEPARTMENT OF  
TRANSPORTATION WILL ESTABLISH  
AND MAINTAIN AN OFFICIAL  
SYSTEM FOR INTERNAL  
COMMUNICATION WITHIN THE  
DEPARTMENT.**

Policy Directives, Temporary Policy Directives, Administrative Orders, and when so properly designated, Departmental Manuals constitute the official Policy of the Department of Transportation.

Assistant Directors and other supervisory personnel, when operating with the delegated authority of an Assistant Director, may establish and issue whatever policies, instructions and guides, verbal or written, necessary for the proper administration and operation of their areas of supervision when the provisions of such policy, instruction or guide apply to and effect only those personnel and/or areas of concern under their jurisdiction. Official Departmental policy shall prevail when in conflict with these policies, instructions or guides.

All existing policies and procedures, manuals, official memorandum and other communication of a policy nature will remain in effect until rescinded, replaced or otherwise incorporated into this internal communications system; or until six-months from the effective date of this Policy Directive.

State Statutes, Transportation Commission Rules, Regulations, Policies and Procedures and published Rules of the Office of Personnel Management and the State Ethics and Merit Commission shall prevail when in conflict with approved official policy of the Department of Transportation.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-101-1**

SUBJECT **INTERNAL COMMUNICATIONS SYSTEM**

PAGE NO. **2 of 4**

DATED **11-08-82**

EFFECTIVE DATE  
**11-08-82**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s R.A. Ward**

POLICY REPLACED  
**Yes**

POLICY NO.  
**Operating Memo No. 1**

PAGE NO.  
**All**

DATED  
**04-07-47**

The supervisor of each organizational division, (and each resident engineer's office and each maintenance district), will maintain a complete file of current Policy Directives, and Administrative Orders and manage his unit in conformance with the provisions of those directives and orders.

Supervisors are responsible for informing employees of the provisions of those directives and orders applicable to them; and for honoring employee requests to review the written policies. However, such employee reviews may be limited by the supervisor to a time reasonably convenient to the work requirements of the unit.

## DEFINITIONS

The official elements of the Internal Communication System are as follows:

### A. Policy Directive

A numbered, dated, written statement, issued under the authority and signature of the Director/Chief Engineer or his official designee acting with his authority in his absence. It will remain in effect until rescinded, superseded, or amended in writing by proper authority. Distribution is to all supervisory personnel and/or as directed by the Director/Chief Engineer.

The purpose of the Policy Directive is:

1. To govern the administration and operation of the Department; and/or
2. To establish and/or amend Department organizational structure; to effect, clarify and/or amend major assignments in authority and/or responsibility; and to effect certain personnel assignments.

A Policy Directive is intended for use only when the provisions of the Directive apply to, and affect all, or a significant proportion of the personnel and/or jurisdictional areas of the Department.

(They are not intended to be used for matters of a temporary or shortlived nature, or those which are intra-divisional or intra-area.) Whenever possible, a Policy Directive should be written using the following format:

**Policy** - A statement of the objective of the Directive in general terms.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-101-1**

SUBJECT **INTERNAL COMMUNICATIONS SYSTEM**

PAGE NO. **3 of 4**

DATED **11-08-82**

EFFECTIVE DATE  
**11-08-82**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s R.A. Ward**

POLICY REPLACED  
**Yes**

POLICY NO.  
**Operating Memo No. 1**

PAGE NO.  
**All**

DATED  
**04-07-47**

## **IMPLEMENTATION (SPECIFIC)**

Statements describing methods for implementing policy objectives that must be followed without deviation. However, limits or boundaries may be substituted to allow for flexibility.

## **IMPLEMENTATION (ADVISORY)**

Statements describing methods for implementing the policy objectives considered to be most advisable, but not mandatory.

### **B. Temporary Policy Directive**

An unnumbered, written communication similar in all aspects to a permanent Policy Directive, but intended only to serve in the interim period until a permanent Policy Directive can be issued, or to be in effect for a limited period of time. Such communication will contain either an expiration date or the notation that it is intended to be superseded by a permanent Policy Directive. A Temporary Policy Directive will not necessarily conform to the prescribed format of a permanent Directive.

### **C. Administrative Order**

A numbered, dated, written document issued under the authority and signature of the Director/Chief Engineer or appropriate Assistant Director. It will remain in effect until rescinded, superseded or amended in writing by proper authority. Distribution is as directed by the issuing authority and to the Departmental Coordinating Officer for Internal Communication, who will be responsible for proper distribution to all custodians of Department Policy Manuals.

The purpose of the Administrative Order is to provide for additional guidance, definition and implementation of Departmental Policy Directives.

Administrative Orders will be keyed by both number and title to a Policy Directive, and issued on the form provided for Administrative Orders. No particular format is required.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-101-1**

SUBJECT **INTERNAL COMMUNICATIONS SYSTEM**

PAGE NO. **4 of 4**

DATED **11-08-82**

EFFECTIVE DATE  
**11-08-82**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s R.A. Ward**

POLICY REPLACED  
**Yes**

POLICY NO.  
**Operating Memo No. 1**

PAGE NO.  
**All**

DATED  
**04-07-47**

## **D. Manuals**

Manuals issued by the Department, or portions thereof, may become a part of the official policy of the Department when so approved and so directed by the Director-Chief Engineer.

## **E. Advisory Memorandum**

An unnumbered, written, internal communication to all, or a portion of the employees of the Department to convey information which is advisory only in nature. It has no effect on Department policy, nor does it outline expected administrative or operational guidelines or requirements. There are no restrictions on who can issue it and should be so identified as an Advisory Memorandum. A copy should be sent to the Department Coordinating Officer for Internal Communications.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-101-2**

SUBJECT **POLICY DEVELOPMENT**

PAGE NO. **1 of 1**

DATED **06-18-85**

EFFECTIVE DATE

**07-01-85**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s V.O. Bradley**

POLICY REPLACED

**Yes**

POLICY NO.

**A-101-2**

PAGE NO.

**All**

DATED

**11-08-82**

## **POLICY**

**THE ASSISTANT DIRECTORS, OPERATING WITHIN THEIR RESPECTIVE AREAS OF CONCERN, ARE RESPONSIBLE FOR THE DEVELOPMENT OF NEW AND AMENDED POLICY DIRECTIVES, BOTH PERMANENT AND TEMPORARY.**

## **IMPLEMENTATION (SPECIFIC)**

All permanent Policy Directives will be drafted in final form by the appropriate Assistant Director and reviewed by the Departmental Coordinating Officer for Internal Communications.

Proposed new and amended Policy Directives (and manuals when intended to be an approved part of the official policy of the Department) will be presented to, and reviewed by, the Director and the Director's staff, prior to adoption.

All Policy Directives must have the signature approval of the Director or his official designee acting with his authority in his absence.

The Departmental Coordinating Officer for Internal Communication is responsible for timely and proper distribution of all documents constituting the official policy of the Department.

## **IMPLEMENTATION (ADVISORY)**

In instances where there is no Assistant Director, policy formulation for that area will be the responsibility of the next higher authority.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-101-3**

SUBJECT **LAND ACQUISITION**

PAGE NO. **1 of 1**

DATED **09-01-94**

EFFECTIVE DATE  
**09-01-94**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Jack C. Crowley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**A-101-3**

PAGE NO.  
**All**

DATED  
**04-28-83**

## **POLICY**

**THE DIVISION MANAGERS OF THE RIGHT-OF-WAY DIVISION AND THE LEGAL & BUSINESS SERVICES DIVISION ARE JOINTLY RESPONSIBLE FOR THE IMPLEMENTATION OF LAND ACQUISITION POLICIES FOR THE DEPARTMENT. THE POLICIES CONTAINED IN THE LAND ACQUISITION MANAGEMENT GUIDE ARE HEREBY MADE A PART OF THE OFFICIAL POLICIES OF THE DEPARTMENT.**

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-202-1**

SUBJECT

**DEPARTMENTAL COORDINATING OFFICER FOR  
INTERNAL COMMUNICATIONS**

PAGE NO. **1 of 1**

DATED **11-08-82**

EFFECTIVE DATE

**11-08-82**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s R.A. Ward**

POLICY REPLACED

**Yes**

POLICY NO.

**A-202-1**

PAGE NO.

**All**

DATED

## **POLICY**

**THE ASSISTANT DIRECTOR FOR  
HUMAN RESOURCES AND TRAINING  
IS ASSIGNED THE ADDITIONAL  
DUTIES AS THE DEPARTMENTAL  
COORDINATING OFFICER FOR  
INTERNAL COMMUNICATIONS.**

## **DUTIES AND RESPONSIBILITIES**

1. Review all proposed new or amended Policy Directives for clarity and consistency with desired form, format and style.
2. Properly index, number and distribute approved official policy of the Department.
3. Verify that new or amended policy does not conflict with existing law or other mandatory rules and regulations.
4. Maintain the official files of the Internal Communication System of the Department, including a historical record of such communication.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-202-2**

SUBJECT

**CIVIL RIGHTS - ASSIGNMENT OF RESPONSIBILITY**

PAGE NO. **1 of 1**

DATED **03-01-96**

EFFECTIVE DATE

**03-01-96**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Neal A. McCaleb**

POLICY REPLACED

**Yes**

POLICY NO.

**A-202-2**

PAGE NO.

**All**

DATED

**07-01-90**

## **POLICY**

**THE DIVISION MANAGER OF THE OFFICE OF CIVIL RIGHTS IS ASSIGNED THE DUTIES OF THE DEPARTMENT'S EQUAL EMPLOYMENT OPPORTUNITY.**

The Office of Civil Rights is assigned the responsibility for overall coordination of the Title VII Civil Rights Program of the Department; individual segments of the program are assigned as follows:

1. The Internal EEO and Affirmative Active Program.
2. The monitoring and reporting of the ODOT Internal Equal Employment Opportunity Program.
3. The development, monitoring and reporting of the ODOT Affirmative Action Program.
4. Monitoring and complaint review of the Department's ADA program

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-202-3**

SUBJECT **INTERNAL REVIEW**

PAGE NO. **1 of 2**

DATED **09-01-94**

EFFECTIVE DATE  
**09-01-94**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J. C. Crowley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**A-202-3**

PAGE NO.  
**All**

DATED  
**10-11-84**

## **POLICY**

**THE DEPARTMENT WILL MAINTAIN AN ACTIVE INTERNAL REVIEW AND AUDIT FUNCTION, BOTH AS A SERVICE TO MANAGEMENT AND AS THE COGNIZANT AUDIT GROUP WITH RESPECT TO OUTSIDE AGENCIES.**

## **IMPLEMENTATION (SPECIFIC)**

The internal audit policy and responsibility will be maintained and effected by the Internal Review Branch of the Operations Review and Evaluation Division which, as an independent function within the Department, will report directly to the Director.

The Internal Review Branch is authorized and directed to review and evaluate every Department function, activity, records and files, and report on controls, economy, efficiency, effectiveness, program results, management of resources and records, and compliance with Department and Federal standards and guidelines.

In order to accomplish the review/audit assignments, direct lines of authority may be crossed when necessary.

All files, records, or other documentation relating to any Departmental activity, project, or function shall be furnished to auditors of the Operations Review and Evaluation Division upon request, regardless of the normal policy restrictions pertaining to confidentiality, whenever the request is made in connection with a Departmental audit or investigation.

When it becomes necessary for internal auditors to review secure or confidential matters or data, the auditors will be responsible for maintaining the security or confidentiality.

The Internal Review Branch is responsible for the performance of cyclical reviews and special

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-202-3**

SUBJECT **INTERNAL REVIEW**

PAGE NO. **2 of 2**

DATED **09-01-94**

EFFECTIVE DATE  
**09-01-94**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J. C. Crowley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**A-202-3**

PAGE NO.  
**All**

DATED  
**10-11-84**

operational audits of all Department activities. All audits will conform to the standards for audit of governmental organizations, programs, activities, and functions established by the United States General Accounting Office. In those areas of Department activity wherein federal requirements must be complied with or reviewed for a federal agency, under the single audit concept, the additional requirements will be met by the Department's internal audit function in order to establish and maintain reliance with the federal agency.

|                                              |                              |                                                |                         |
|----------------------------------------------|------------------------------|------------------------------------------------|-------------------------|
| <b>OKLAHOMA DEPARTMENT OF TRANSPORTATION</b> |                              |                                                |                         |
| <b>POLICY DIRECTIVE</b>                      |                              |                                                | <b>NO. A-202-4</b>      |
| <b>SUBJECT</b>                               |                              | <b>RISK MANAGEMENT</b>                         |                         |
|                                              |                              | PAGE NO. <u>1 of 3</u><br>DATED <u>1-10-94</u> |                         |
| EFFECTIVE DATE<br><b>1-10-94</b>             | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s J.C. Crowley</b>            |                         |
| POLICY REPLACED<br><b>Yes</b>                | POLICY NO.<br><b>A-202-4</b> | PAGE NO.<br><b>All</b>                         | DATED<br><b>5-27-86</b> |

## POLICY

**THE DEPARTMENT OF TRANSPORTATION SHALL BE COMMITTED TO AN AGGRESSIVE RISK MANAGEMENT AND ACCIDENT PREVENTION PROGRAM. TO ACCOMPLISH THE GOALS, THE DEPARTMENT WILL MAINTAIN AND FOLLOW VIABLE POLICIES, GUIDELINES, AND PROCEDURES PERTAINING TO RISK MANAGEMENT.**

### IMPLEMENTATION (SPECIFIC)

The General Counsel is hereby assigned the additional responsibility of the Department Risk Management Coordinator.

The Department Risk Management Coordinator shall be responsible for the daily operation of the Department Risk Management Program and will provide liaison between the Department and the State Risk Manager, between the central office and field divisions, and within the central office. The Risk Management Coordinator shall monitor the Department program and provide investigative and other aid requested by Division Risk Managers.

The Risk Management Coordinator shall act as a clearinghouse for Risk Management information to the various divisions and shall review each division's Risk Management Program for overall conformance to Department policy, procedures, and guidelines.

The Department of Transportation Risk Management Program shall include, but is not limited to, the following functions:

1. The Department shall, through the General Counsel, Risk Management Coordinator, and Division Risk Managers, develop and implement an accident reporting and investigation program.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-202-4**

**SUBJECT RISK MANAGEMENT**

PAGE NO. **2 of 3**

DATED **1-10-94**

EFFECTIVE DATE  
**1-10-94**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J.C. Crowley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**A-202-4**

PAGE NO.  
**All**

DATED  
**5-27-86**

2. The Department shall develop and implement a system to analyze accident trends and high accident locations, and shall study and evaluate significant accidents or incidents with the ultimate goals of preventing or minimizing recurrence or risk. Recommendations for correcting or improving high accident or potential accident locations requiring Commission action will be sent to the Director with copies to the Deputy Director and to the Chief Engineer.
3. The Department, through the Division Managers and Risk Managers, will identify training needs targeted at improving the job safety, performance, and safety awareness of employees. The Training Division will then develop and implement a training program, or programs, necessary to meet the identified needs.
4. The Department will develop and implement a system of determining transportation needs and converting them to input for use in planning, programming, maintenance, and construction. Specific responsibility for utilizing the input and taking appropriate action remains with the responsible authority.
5. Each division involved in field operations shall develop and implement a written Risk Management Program designed to address the specific operational needs of that division. While the specifics of the written program will vary according to the needs and operations of the particular division, each written program should address:
  - (a) The overall responsibilities for risk management
  - (b) The duties of the division personnel in the division Risk Management Program
  - (c) Employee responsibility and procedures for reporting of incidents
  - (d) Accident investigation policy and procedure
  - (e) Problem area identification
  - (f) Prioritization
  - (g) Corrective action
6. Divisions not directly involved in field operations shall develop a written program which specifically addresses the risk management function of that division.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-202-4**

**SUBJECT RISK MANAGEMENT**

PAGE NO. **3 of 3**

DATED **1-10-94**

EFFECTIVE DATE

**1-10-94**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s J.C. Crowley**

POLICY REPLACED

**Yes**

POLICY NO.

**A-202-4**

PAGE NO.

**All**

DATED

**5-27-86**

7. All levels of management will direct ODOT awareness, response, and communication toward providing for the safety of the public and Department personnel.

Each division shall appoint or have assigned a Risk Manager.

1. Central Office Risk Managers will liaison between their division and the Risk Management Coordinator. They will, under the direction of the Division Manager, develop and implement the program, policies, and procedures for their specific division.
2. Field Division Risk Managers will liaison with the Risk Management Coordinator. They will, under the direction of the Division Engineer, develop and monitor the Division's written Risk Management Program, and will, in coordination with other division personnel, develop specific policies and procedures; respond to, analyze, and investigate significant accidents or incidents; investigate claims arising within the division; maintain appropriate records; and require outside expertise and needed training of personnel.

## **IMPLEMENTATION (ADVISORY)**

The Risk Management Program is a systematic loss reduction technique implemented by: identifying risks, measuring those risks, identifying corrective measures and implementing them, and periodic evaluation of results.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                       |                                                      |
|-------------------------------------------------------|------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>    A-202-4-(2)    </u>       | PAGE NO. <u>    1 of 1    </u>                       |
| SUBJECT: <u>    RIGHT OF STATE TO RECOVER</u>         | DATE ISSUED <u>    01-15-87    </u>                  |
| <u>    DAMAGES FROM DEPARTMENT EMPLOYEES    </u>      | DATE EFFECTIVE <u>    01-15-87    </u>               |
| REFERENCE POLICY DIRECTIVE NO. <u>    A-202-4    </u> | REPLACED NO. <u>    New    </u>                      |
| DATED <u>    05-27-86    </u>                         | DATE _____                                           |
|                                                       | ISSUED BY <u>    Asst. Dir. - Administration    </u> |
|                                                       | <u>    s/s Michael E. Mayberry    </u>               |

It shall be the duty and responsibility of each division manager to implement procedures to inform employees of the provisions of Section 160 of Title 51 of the Oklahoma Statutes (Governmental Tort Claims Act).

The State of Oklahoma shall have the right to recover from any employee payments made by the State for any judgment or settlement (including costs and fees) on the behalf of an employee's defense in the following instances:

1. If It is shown that the conduct of the employee, which gave rise to the claim or action, was outside the scope of his employment, or
2. If the employee fails to cooperate in good faith in the defense of the claim or action.

The division engineer shall also implement procedures to inform employees that conduct outside the scope of employment, or failure to cooperate in good faith in the defense of a claim or action brought under the Governmental Tort Clams Act, may result in disciplinary action.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-202-5**

SUBJECT **DISASTER MANAGEMENT TEAM**

PAGE NO. **1 of 2**

DATED **8-1-96**

EFFECTIVE DATE  
**August 1, 1996**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**A-202-5**

PAGE NO.  
**All**

DATED  
**9-21-87**

## **POLICY**

**IN THE EVENT A DISASTER OCCURS ON THE STATE TRANSPORTATION SYSTEM OR ON PROPERTY UNDER THE JURISDICTION OF THE DEPARTMENT, THE CONTROL OF DEPARTMENTAL ACTIONS IN RESPONSE TO THAT DISASTER, FOLLOWING THE NECESSARY IMMEDIATE ACTIONS BY RESPONSIBLE DEPARTMENT OFFICIALS, WILL BE UNDER THE DIRECTION OF THE DEPARTMENT'S DISASTER MANAGEMENT TEAM.**

## **DEFINITION**

A disaster is an occurrence, event, or condition of unusual or extraordinarily significant proportions, which imposes, or threatens to impose, an immediate danger to life, property, and/or the environment.

## **IMPLEMENTATION (SPECIFIC)**

The following individuals, identified by the position they hold in the Department, or their successors or current designee, will constitute the "Disaster Management Team" of the Department:

- Director
- Deputy Director
- Chief Engineer
- Assistant Director for Operations.
- Assistant Director for Administration
- Assistant Director for Preconstruction
- General Counsel

Team leader responsibilities are in the order listed above.

In the event of a disaster, it is the first responsibility of senior field personnel responding to the

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-202-5**

SUBJECT **DISASTER MANAGEMENT TEAM**

PAGE NO. **2 of 2**

DATED **8-1-96**

EFFECTIVE DATE  
**August 1, 1996**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**A-202-5**

PAGE NO.  
**All**

DATED  
**9-21-87**

disaster call to take whatever immediate actions they deem necessary to safeguard the life and property of the public immediately affected.

Consistent with this responsibility, and as soon as possible thereafter, they are to alert any member of the Disaster Management Team. They are to communicate to that team member the following information:

1. The cause, nature, extent, and location of the disaster
2. Any concerns for resultant effects of the disaster which in turn pose a threat to life and property
3. The actions they have taken in response to the disaster
4. An assessment of the support or action needed from the Disaster Management Team, or others

Immediately upon being notified of a disaster, it is the responsibility of that team member to notify all other members of the team and to cause a convening of the Disaster Management Team.

The team will assume immediate command and control of all further actions taken by the Department in response to this disaster.

Authority and responsibility of the Disaster Management Team includes, but is not limited to:

1. Proper and necessary notification of others, including civil defense, law enforcement, executive members of state, federal and local governments, and the public.
2. The allocation and direction of all departmental resources necessary to make proper response to the disaster.
3. Officially to request needed assistance and actions from other state entities and other governmental bodies.
4. The control of all public information released by the Department concerning the disaster.
5. If warranted, initiate and direct an investigation of the cause and effect of the disaster.
6. The delegation of responsibility and authority to others within the Department.
7. Any other legal and proper actions.
8. Document the facts associated with the disaster, its cause and effect, with particular emphasis upon the response and all actions taken by the Department, and to prepare reports and documentation as necessary and required.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-203-1**

SUBJECT **PRODUCTIVITY ENHANCEMENT EVALUATION  
COMMITTEE**

PAGE NO. **1 of 1**

DATED **08-01-94**

EFFECTIVE DATE  
**08-01-94**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J. C. Crowley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**A-203-1**

PAGE NO.  
**All**

DATED  
**10-17-89**

## **POLICY**

**THE DEPARTMENT WILL  
PARTICIPATE IN THE STATE'S  
PRODUCTIVITY ENHANCEMENT  
PROGRAM**

## **ASSIGNMENT OF RESPONSIBILITY**

The Director's office will appoint a seven (7) member committee and identify one individual who will serve as the Committee Chair. The members of this committee will serve at the pleasure of the Director.

## **IMPLEMENTATION (SPECIFIC)**

The Productivity Enhancement Evaluation Committee is responsible for the conduct of this Department's participation in the State's Productivity Enhancement Program, and for the development of the internal program within the Department to facilitate such participation, including, but not limited to:

1. The development of internal policies, procedures, guidelines, etc., relating to and facilitating involvement in the State's program.
2. Communication of the program goals and opportunity for participation to Department employees.
3. Acting as the recipient for all suggestions, ideas, and recommendations made by the Department personnel under the auspices of the program.
4. Evaluating and recommending disposition of these suggestions, ideas, and recommendations.
5. Reporting periodically on the work of the Committee to the Director.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-301-1**

SUBJECT **ODOT SAFETY MANUAL**

PAGE NO. **1 of 1**

DATED **10-03-91**

EFFECTIVE DATE  
**10-03-91**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Bobby Green**

POLICY REPLACED  
**Yes**

POLICY NO.  
**A-303-1**

PAGE NO.  
**All**

DATED  
**05-06-83**

## POLICY

**THE CURRENT OKLAHOMA DEPARTMENT OF TRANSPORTATION SAFETY MANUAL IS HEREBY MADE A PART OF THE OFFICIAL POLICIES OF THE DEPARTMENT.**

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-301-2**

SUBJECT

**CENTRAL OFFICE EMERGENCY EVACUATION PLAN**

PAGE NO. **1 of 2**

DATED **02-28-03**

EFFECTIVE DATE

**02-28-03**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Gary M. Ridley**

POLICY REPLACED

**Yes**

POLICY NO.

**A-301-2**

PAGE NO.

**All**

DATED

**02-11-85**

## **POLICY**

**THE DEPARTMENT WILL ESTABLISH PROCEDURES TO REDUCE THE POTENTIAL IMPACT OF A DISASTER ON DEPARTMENT EMPLOYEES AND THE SERVICES THEY PROVIDE TO THE PEOPLE OF THE STATE OF OKLAHOMA.**

## **ORGANIZATION**

The State Maintenance Engineer will serve as the Department Emergency Manager. The Department Emergency Manager will be responsible for management of this plan for the Department of Transportation. The Safety Branch Manager will be responsible for the plan in the Central Office. Each Division within the Central Office will name Emergency Coordinators. Each Emergency Coordinator will be responsible for no more than 10 people. Each Emergency Coordinator will have an alternate to act in their absence.

## **IMPLEMENTATION (SPECIFIC):**

The Safety Branch Manager will develop the Central Office Emergency Standard Operating Procedure to reduce potential harm to Oklahoma Department of Transportation employees in the event of a natural or man-made disaster. This plan will also be used to limit the interruption of critical services to the people of the State of Oklahoma.

The Emergency Coordinators will be trained in emergency evacuation/shelter in place procedures. They will conduct an emergency procedures orientation for employees under their responsibility.

The Emergency Procedures Quick Index File will be provided to all Emergency Coordinators. This desktop guide provides immediate access to procedures to be followed during specific types of emergencies.

Each employee has been furnished an Emergency/Disaster Personal Procedures Card. This card provides instructions to be followed in case of an emergency. This card also provides telephone numbers for emergency services and for key personnel within the Central Office.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-301-2**

SUBJECT

**CENTRAL OFFICE EMERGENCY EVACUATION PLAN**

PAGE NO. **2 of 2**

DATED **02-28-03**

EFFECTIVE DATE

**02-28-03**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Gary M. Ridley**

POLICY REPLACED

**Yes**

POLICY NO.

**A-301-2**

PAGE NO.

**All**

DATED

**02-11-85**

Emergency training exercises will be conducted at a minimum of twice per calendar year. They will be initiated by the Department Emergency Manager.

Emergency notification systems will be tested on a quarterly basis.

Emergencies are classified into five basic categories. They include natural disasters, fire, hazardous chemicals, terrorism, and earthquakes. Each emergency has its own unique response. These responses are outlined in the Central Office Emergency Standard Operating Procedure

The Emergency Coordinator will be responsible for notifying the employees under their responsibility of the emergency situation. Employees will evacuate the building or shelter within the building. They will follow procedures in the Central Office Emergency Standard Operating Procedure.

Each Emergency Coordinator will be responsible for removal and transportation of critical materials in their area. These materials may include first aid kits, cellular phones, critical files or any crucial items that the Emergency Coordinator deems necessary. These items will be delivered to the Command Post once evacuation or sheltering has been completed.

Employees will report to their Emergency Coordinator at the sheltering or assembly area and assist the Emergency Coordinator as needed. Once employees have been accounted for or determined to be missing, each Emergency Coordinator will report their status at the Command Post. Employees will remain at the sheltering area or assembly area until instructed by the Emergency Coordinator to return to their work areas or to go home.

The Division Manager for Public Affairs will serve as the Media Contact Coordinator and will act as a spokesperson for the Department.

Post-crisis counseling will be made available for all employees as needed through the Oklahoma Department of Transportation Employee Assistance Program.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-301-3**

SUBJECT **HAZARDOUS MATERIAL**

PAGE NO. **1 of 1**

DATED **07-01-90**

EFFECTIVE DATE  
**07-01-90**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Jack L. Blase**

POLICY REPLACED  
**Yes**

POLICY NO.

PAGE NO.

DATED

## POLICY

THE DEPARTMENT'S HAZARDOUS MATERIALS ARE GOVERNED BY THE "ENVIRONMENTAL PROTECTION AGENCY (EPA) REGULATIONS," CFR TITLE 40 SECTIONS 190-399 AND THE "OCCUPATIONAL SAFETY HEALTH ADMINISTRATION (OSHA) REGULATIONS," CFR TITLE 29, 1910. OKLAHOMA LAW AS ADOPTED AND GOVERNED BY THE CORPORATION COMMISSION, THE HEALTH DEPARTMENT AND THE LABOR DEPARTMENT.

## POLICY STATEMENT

The Oklahoma Department of Transportation Hazardous Materials Manual is hereby made a part of the official policies of the Department.

The Department shall establish and perpetuate a program for compliance with state and federal rules and regulations regarding hazardous materials. These policies will apply to all operational units.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-401-1**

SUBJECT **DRUG FREE WORKPLACE**

PAGE NO. **1 of 2**

DATED **04-01-93**

EFFECTIVE DATE  
**04-01-93**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J.C. Crowley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**A-401-1**

PAGE NO.  
**All**

DATED  
**08-01-90**

## **POLICY**

**THE DEPARTMENT IS A DRUG-FREE WORKPLACE. ALL DEPARTMENT EMPLOYEES ARE PROHIBITED FROM UNLAWFULLY MANUFACTURING, DISTRIBUTING, DISPENSING, POSSESSING, AND/OR USING A CONTROLLED SUBSTANCE IN OR ON DEPARTMENT FACILITIES, PROPERTY OR WORKPLACES.**

## **DEFINITIONS**

**"Controlled Substance"** - means a controlled substance in Schedules I through V of the Controlled Substance Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1300.11 through 1308.15.

**"Conviction"** - means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

**"Workplace"** - means any and all properties owned or leased by the Department, including buildings, land and vehicles; and physical sites not owned or leased by the Department where employees of the Department oversee and/or administer federal funds on behalf of the Department.

## **IMPLEMENTATION (SPECIFIC)**

As a condition of employment, it is the responsibility of every employee to adhere to the requirements and provisions of this policy and to notify his/her supervisor in writing of his/her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5)

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                    |                              |                                                 |                          |
|------------------------------------|------------------------------|-------------------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>            |                              | <b>NO. A-401-1</b>                              |                          |
| SUBJECT <b>DRUG FREE WORKPLACE</b> |                              | PAGE NO. <b>2 of 2</b><br>DATED <b>04-01-93</b> |                          |
| EFFECTIVE DATE<br><b>04-01-93</b>  | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s J.C. Crowley</b>             |                          |
| POLICY REPLACED<br><b>Yes</b>      | POLICY NO.<br><b>A-401-1</b> | PAGE NO.<br><b>All</b>                          | DATED<br><b>08-01-90</b> |

calendar days after such conviction.

A copy of that written notification will be forwarded immediately by the supervisor to the Division Manager of the Human Resources Division, who is responsible for notifying the Federal sponsoring agency in writing within ten (10) calendar days of receipt of such notice.

Notification to the Federal agency will include the position title of the employee and the identification number(s) of each affected grant or cooperative agreement.

Employees who violate this policy and/or who are convicted for a violation occurring in the workplace shall be subject to disciplinary action as provided for by Department policy, OPM Rules and Regulations, and State statutes. Such action will be consistent with the requirements of the Rehabilitation Act of 1973, as amended.

Any employee, whether convicted or not, who seeks drug abuse assistance or rehabilitation, may do so by contacting the Employee Assistance Program in the Human Resources Division of the Department.

## **IMPLEMENTATION (ADVISORY)**

Supervisors should be familiar with the provisions of the Controlled Substances Act and the disciplinary policies of the Department. The provisions of the Drug Free Workplace Policy of the Department will be presented to all new employees at New Employee Orientation.

Any action taken by the Department in response to an employee's compliance with the notification provisions of the policy, must begin with thirty (30) calendar days of such notification.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-401-2**

SUBJECT **EMPLOYEE ASSISTANCE PROGRAM**

PAGE NO. **1 of 3**

DATED **10-30-99**

EFFECTIVE DATE  
**10-30-99**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**No**

POLICY NO.  
**A-401-2**

PAGE NO.  
**All**

DATED  
**09-01-94**

## **POLICY**

**ODOT WILL, THROUGH ITS ESTABLISHED EMPLOYEE ASSISTANCE PROGRAM (EAP) PROVIDE ASSESSMENT AND REFERRAL SERVICES TO ASSIST EMPLOYEES WHO ENCOUNTER PERSONAL PROBLEMS WHICH MAY ADVERSELY AFFECT JOB PERFORMANCE OR PERSONAL WELL BEING. AS PROVIDED BY MERIT RULE 530:10-21-1 THROUGH 9.**

## **DEFINITION**

The Department's EAP shall be a work site based program designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns including, but not limited to marital, family, financial, alcohol/drug, trauma, emotional, stress or other personal concerns which adversely affect employee job performance and safety.

## **IMPLEMENTATION (SPECIFIC)**

An employee's personal life becomes a concern of the Department when it interferes with satisfactory work performance, reflects discredit on the Department or jeopardizes the safety of the employee or others. Participation in the EAP is voluntary except where participation is required by state law or federal regulations. The Department shall make known to employees the existence of the EAP.

### **A. Employee's Responsibility**

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-401-2**

SUBJECT **EMPLOYEE ASSISTANCE PROGRAM**

PAGE NO. **2 of 3**

DATED **10-30-99**

EFFECTIVE DATE  
**10-30-99**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**No**

POLICY NO.  
**A-401-2**

PAGE NO.  
**All**

DATED  
**09-01-94**

Establishing and maintaining satisfactory job performance is the employee's responsibility. No employee shall have employment rights, security, career advancement, or benefits jeopardized by participating in the EAP. Participation or non-participation in the EAP will neither adversely affect nor excuse an employee in any phase of the corrective disciplinary process. Self-referral is encouraged as it is the employee's responsibility to seek assistance as needed either through his/her own resources or through the EAP.

## **B Supervisor's Responsibility**

Supervisors are responsible for posting current information concerning the EAP, making this information known and available to all employees and maintaining confidentiality concerning an EAP participant. Supervisors may advise employees who are subject to any phase of the corrective discipline process that the EAP is available and document that they have done so.

## **C. EAP Field Representative's Responsibility**

Each field division engineer shall appoint an appropriate, capable and willing employee to act as the Employee Assistance Program Field Representative. The representative's duties will include being the liaison between their division employees and the EAP Administrator, willingness and ability to maintain confidentiality, provide information by distributing printed materials and refer all employees needing services to the EAP Administrator.

Periodic training will be provided to the EAP Field Representatives by the EAP Administrator.

## **D. Employee Assistance Program Administrator's Responsibility**

The Employee Assistance Program Administrator, under the supervision of the Human Resources Division Manager, administers the EAP throughout the Department and has primary responsibility for developing, implementing and coordinating the program; for compiling and maintaining a directory of qualified professionals and organizations both public and private for referral purposes; for making referrals to appropriate resources for employees who seek or are referred for services; and for maintaining records of the EAP in a confidential manner.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-401-2**

SUBJECT **EMPLOYEE ASSISTANCE PROGRAM**

PAGE NO. **3 of 3**

DATED **10-30-99**

EFFECTIVE DATE  
**10-30-99**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**No**

POLICY NO.  
**A-401-2**

PAGE NO.  
**All**

DATED  
**09-01-94**

## **E. Confidentiality**

Information and insurance records concerning employees who have been referred to the EAP shall always be maintained in a confidential manner, separate and apart from personnel records. Such records relating to an individual's participation in an EAP shall be confidential unless a participant poses a threat to deliberately harm himself or others. Such determination shall be made by an Employee Assistance Professional as certified by the National Employee Assistance Professionals Association. The ODOT certified professional is the EAP Administrator. Insurance/medical information pertaining to concerns addressed through the EAP will be confidential and released only upon the employees' authorization.

## **F. Leave Usage**

Employees are permitted to consult with the EAP without loss of pay or accumulated leave. Sick, annual, or leave-without-pay can be used by EAP participants for receiving services.

## **G. Insurance Coverage**

Behavioral health benefits (substance abuse or mental health) are covered by all state insurance carriers. Benefits are detailed in the insurance carriers' directory or the annual enrollment guide.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-401-3**

SUBJECT **THE AMERICAN WITH DISABILITIES ACT**

PAGE NO. **1 of 9**

DATED **01-01-95**

EFFECTIVE DATE  
**01-01-95**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J.C. Crowley**

POLICY REPLACED  
**No**

POLICY NO.  
**New Policy**

PAGE NO.  
**All**

DATED

## **POLICY**

**THE DEPARTMENT OF TRANSPORTATION IS COMMITTED TO THE PRINCIPLES OF "THE AMERICAN WITH DISABILITIES ACT." EVERY EFFORT WILL BE MADE THROUGH ITS SUPERVISORS AND MANAGERS TO COMPLY WITH THE ACTS REQUIREMENTS.**

## **DEFINITION**

The American with Disabilities Act, Public Law 101-336, gives civil rights protection to people with disabilities. These rights are similar to those provided on the basis of race, sex, national origin and religion. It guarantees individuals with disabilities equal opportunity in employment, public accommodations, transportation, state and local government services and telecommunications.

The American with Disabilities Act requires:

- That employers may not discriminate against a "qualified individual with a disability"
- That employers must accommodate the disabilities of qualified applicants or employees, unless it would be unreasonable to do so
- That employers may reject applicants or fire employees who pose a "direct threat" to the health and safety of other individuals in the work place and
- That employers may not discriminate against an applicant or employee based on a family, business, social or other relationship or association that person has with another person who has a disability.

A qualified person with a disability is a person that has a disability, and is qualified to perform the

|                                              |                   |                         |                    |
|----------------------------------------------|-------------------|-------------------------|--------------------|
| <b>OKLAHOMA DEPARTMENT OF TRANSPORTATION</b> |                   |                         |                    |
| <b>POLICY DIRECTIVE</b>                      |                   |                         | <b>NO. A-401-3</b> |
| SUBJECT                                      |                   | PAGE NO. <b>2 of 9</b>  |                    |
| <b>THE AMERICAN WITH DISABILITIES ACT</b>    |                   | DATED <b>01-01-95</b>   |                    |
| EFFECTIVE DATE                               | ISSUED BY         | APPROVED                |                    |
| <b>01-01-95</b>                              | <b>DIRECTOR</b>   | <b>s/s J.C. Crowley</b> |                    |
| POLICY REPLACED                              | POLICY NO.        | PAGE NO.                | DATED              |
| <b>No</b>                                    | <b>New Policy</b> | <b>All</b>              |                    |

essential functions of the job either with or without a reasonable accommodation.

A disability is a physical or mental impairment that substantially limits one or more of the persons major life functions. For a disability to be considered a substantial limitation on a person's ability to work, it must keep the person from working in a class of jobs or a broad range of jobs. A disability includes any physiological or psychological disorder that restricts important activities of a person, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working and participating in community activities.

Essential functions are the fundamental job duties of a position. A particular function would be essential, for example, because: the reason the position exists is to perform that function; or there are a limited number of employees among whom that function can be distributed; or the function is specialized to his or her ability.

Reasonable accommodations are changes to the duties of a position or to how the duties are performed. Types of accommodations include helping devices, reassignment, modified work schedules, job modification, relocation or a change in the physical plant. In deciding whether or not a particular accommodation is a reasonable accommodation, an organization must determine if providing the accommodation would impose an undue hardship on the operations of its programs. The relationship between the cost of the accommodation and the salary of the position is not relevant in determining whether an accommodation would impose an undue hardship.

### **IMPLEMENTATION (SPECIFIC)**

The Office of Civil Rights is responsible for monitoring the Department's compliance with ADA and for handling complaints statewide.

Supervisors and managers may not discriminate against a qualified individual with a disability in any aspect of the employment relationship. Any aspect of the employment relationship includes:

- recruiting, advertising, and the processing of applications for employment;
- hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
- rates of pay or any other forms of compensation and changes in compensation;
- job assignments, job classification, organization structures, position descriptions, lines of progression, and seniority lists;



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-401-3**

SUBJECT **THE AMERICAN WITH DISABILITIES ACT**

PAGE NO. **3 of 9**

DATED **01-01-95**

EFFECTIVE DATE  
**01-01-95**

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**s/s J.C. Crowley**

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**No**

POLICY NO.  
**New Policy**

PAGE NO.  
**All**

DATED

- leaves of absence, sick leave, or any other leave;
- fringe benefits available by virtue of employment, whether or not administered by the employee;
- selection and financial support for training, including apprenticeships, professional meetings, conferences and other related activities, and selection for leave of absence to pursue training; and
- employer sponsored activities, including social or recreational programs.

**NOTE:** The ADA does not require a person to prove that the discrimination in employment was based solely on a disability. Instead a violation occurs where discrimination on the basis of a disability is a factor. The ADA prohibits both intentional discrimination and unintentional discrimination. A neutral employment practice that adversely effects disabled employees ("disparate impact") may be challenged under the ADA.

To comply with the employment section of ADA an employer, through its supervisors and managers, must determine:

- the essential functions of the job,
- whether a disabled person, with or without accommodations, is qualified to perform these duties, and
- whether any accommodations needed by a qualified individual is reasonable.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-401-3**

SUBJECT **THE AMERICAN WITH DISABILITIES ACT**

PAGE NO. **4 of 9**

DATED **01-01-95**

EFFECTIVE DATE  
**01-01-95**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J.C. Crowley**

POLICY REPLACED  
**No**

POLICY NO.  
**New Policy**

PAGE NO.  
**All**

DATED

## THE EMPLOYER'S RESPONSIBILITY

Determine essential function of job



Decide whether disabled person is qualified to perform essential functions of job - with or without reasonable job accommodations

If disabled individual is NOT qualified even with accommodation

Drop person from consideration



If disabled individual is qualified

Decide if accommodation for a known disability is needed so person can perform the essential job function

If NOT necessary to make accommodation

Consider person with other applicants



If necessary to make accommodation

Decide if accommodation is reasonable.

If NOT reasonable ■■

Provide options for the person with a disability to make arrangements to provide the accommodation.



If reasonable

If option NOT chosen



Consider person with other applicants and make accommodation if person hired

If option chosen

Document and drop person from consideration



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-401-3**

SUBJECT **THE AMERICAN WITH DISABILITIES ACT**

PAGE NO. **5 of 9**

DATED **01-01-95**

EFFECTIVE DATE  
**01-01-95**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J.C. Crowley**

POLICY REPLACED  
**No**

POLICY NO.  
**New Policy**

PAGE NO.  
**All**

DATED

- **An Important Note:** The employer's duty to search for accommodations starts after the applicant or employee with a disability indicates that accommodation is needed. When selecting the accommodation that is most appropriate for both the employer and the person, the employer should work with the person and consider what the person says is needed.
- ■ If an accommodation is considered unreasonable by an employer, there are several options available. Contact your central personnel office or the Office of Civil Rights for further information and/or assistance.

## **Retaliation or Coercion**

Section 36.206 implements section 503 of the ADA, which prohibits retaliation against any individual who exercises his or her rights under the act. The ODOT will adhere to the above provisions at all times. Questions about the above section should be directed to the Division Manager, Office of Civil Rights.

## **IMPLEMENTATION (ADVISORY)**

### **When Scheduling the Interview**

Some applicants with visual or mobility impairments will phone in, prior to the appointment date, specifically for travel information. Also, interviewers need to know whether or not the job site is accessible and should be prepared to answer accessibility-related questions. The scheduler should walk the travel path in order to provide applicants with detailed directions.

- For applicants using mobility aids, make sure the place where you plan to conduct the interview is accessible by checking the following:
  - Are there appropriate parking spaces available and nearby, and is there a ramped or step-free entrance?
  - Are there accessible restrooms, and water fountains and telephones at the proper height for a person in a wheelchair to use?
  - If the interview is not on the first floor, does the building have an elevator?

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-401-3**

SUBJECT **THE AMERICAN WITH DISABILITIES ACT**

PAGE NO. **6 of 9**

DATED **01-01-95**

EFFECTIVE DATE  
**01-01-95**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J.C. Crowley**

POLICY REPLACED  
**No**

POLICY NO.  
**New Policy**

PAGE NO.  
**All**

DATED

- If an interview site is inaccessible (e.g. steps without a ramp, or a building without an elevator), inform the person about the barrier prior to the interview, and offer to make arrangements for an alternate interview site.
- There are other things you should know before scheduling an interview.
  - When giving directions to a person in a wheelchair, consider distance, weather conditions, and physical obstacles such as stairs, curbs, and steep hills.
  - Use specifics such as "left a hundred feet" or "right two yards" when directing a person with a visual impairment.
- People with disabilities utilize a variety of transportation services when traveling to and from work. Be aware that the person may be required to make a reservation 24 hours in advance plus travel time. Provide the applicant with an estimated time to schedule their return trip when arranging the interview appointment. Also, be considerate of the additional travel time that may be required by a person with a disability.
- Expect the same measures of punctuality and performance from people with disabilities as are required by every potential or actual employee. People with disabilities expect equal treatment, not special treatment.

## **When the Applicant Arrives**

- Know where accessible restrooms, drinking fountains and telephones are located. If such facilities are not available, be ready to offer alternatives (e.g. the private/employee restroom, a glass of water, your desk phone).
- When introduced to a person with a disability, it is appropriate to offer to shake hands. People with limited hand use or who wear an artificial limb can usually shake hands.
  - Allow a person with a visual impairment to take your arm (at or about the elbow). This will enable you to guide rather than propel or lead the person.
  - Offer to hold or carry packages. Example: "May I help you with your packages?"
  - When offering to hang a coat or umbrella, do not offer to hang a cane or crutches, unless the individual requests otherwise.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-401-3**

SUBJECT **THE AMERICAN WITH DISABILITIES ACT**

PAGE NO. **7 of 9**

DATED **01-01-95**

EFFECTIVE DATE  
**01-01-95**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J.C. Crowley**

POLICY REPLACED  
**No**

POLICY NO.  
**New Policy**

PAGE NO.  
**All**

DATED

- Relax. Do not be embarrassed if you happen to use accepted, common expressions, such as "See you later" or "Got to be running along," that seem to relate to the person's disability. The person with a disability is aware they have one. You won't suddenly remind them and hurt their feelings.

## DURING THE INTERVIEW

### General Information

- As always, the focus of the interview should be on performance of the job. Emphasize abilities, achievements and individual qualities.
- Conduct your interview as you would with anyone. Be considerate without being patronizing.
- If it appears that a person's ability inhibits performance of a job, ask, "How would you perform this job?" For example:
  - Inappropriate: "I notice that you are in a wheelchair, and I wonder how you get around. Tell me about your disability."
  - Appropriate: "This position requires digging and use of a wheelbarrow, as you can see from the job description. Do you foresee any difficulty in performing the required tasks? (If so) Do you have any suggestions as to how these tasks can be performed?"

### Interviewing People Using Mobility Aids

- When talking with a person in a wheelchair for more than a few minutes, use a chair, whenever possible, in order to place yourself at the person's eye level to facilitate conversation.
- Never lean on the person's wheelchair. The chair is a part of the body space that belongs to the person who uses it.
- Enable people who use a cane, wheelchair or crutches to keep them within reach.
- Be aware that some wheelchair users may choose to transfer themselves out of their wheelchairs, into an office chair, for the duration of the interview.

### Interviewing People with Vision Impairments

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-401-3**

SUBJECT **THE AMERICAN WITH DISABILITIES ACT**

PAGE NO. **8 of 9**

DATED **01-01-95**

EFFECTIVE DATE  
**01-01-95**

ISSUED BY  
**DIRECTOR**

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**s/s J.C. Crowley**

POLICY REPLACED  
**No**

POLICY NO.  
**New Policy**

PAGE NO.  
**All**

DATED

- When greeting a person with a vision impairment, always identify yourself and others who may be with you. Say, for example, "On my right is Penelope Potts." When conversing in a group, give a vocal cue by announcing the name of the person to whom you are speaking.
- If the person does not extend their hand (to shake hands), verbally extend a welcome.
- Speak in a normal tone of voice. Do not shout at a person who is blind or visually impaired - he/she can hear you.
- Indicate in advance when you will be moving from one space to another, and let it be known when the conversation is at an end.
- When offering seating, place the person's hand on the back or arm of the seat. A verbal cue is helpful as well.
- If you move to another area, ask the person if they want your arm. Normally, the person will hold onto your arm at or slightly above the elbow. Give warnings of any coming obstacles, such as stairs or signs sticking out from the wall.

## **Interviewing People with Speech Impairments**

- Listen attentively when you are talking to a person who has a speech impairment. Keep your manner encouraging rather than corrective. Exercise patience and stifle any urge to complete a sentence with or for the applicant.
- When necessary, ask short questions that require only short answers or a nod or shake of the head.
- Never pretend to understand if you are having difficulty doing so. Repeat what you understand, or incorporate applicants' statements into each of your following questions. The person's reactions will clue you in and guide you to understanding.
- If you have difficulty communicating, be willing to repeat or rephrase a question.
- Do not raise your voice. Most people with speech impairments can hear and understand.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-401-3**

SUBJECT **THE AMERICAN WITH DISABILITIES ACT**

PAGE NO. **9 of 9**

DATED **01-01-95**

EFFECTIVE DATE  
**01-01-95**

ISSUED BY  
**DIRECTOR**

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POLICY REPLACED  
**No**

POLICY NO.  
**New Policy**

PAGE NO.  
**All**

DATED

## Interviewing People Who Are Deaf or Hearing Impaired

- Use a normal tone of voice when extending a verbal welcome. Do not raise your voice unless requested. Shouting won't help. Shouting distorts sounds accepted through hearing aids and inhibits lip reading.
- Not all persons with hearing impairments can lip-read. If the applicant lip reads,
  - Look directly at the applicant, speak clearly at a normal pace and do not exaggerate your lip movements or shout.
  - Speak expressively because the person will rely on your facial expressions, gestures and body movements to understand you.
  - It will help if you place yourself facing the light source and keep your hands and feet away from your mouth when speaking.
- In order to facilitate conversation, be prepared to offer a visual cue to a hearing impaired person especially when more than one person is speaking. You might nod your head or point to the person speaking if they are out of the applicant's field of vision.
- To get the attention of a person with a hearing impairment, tap the person on the shoulder or wave your hand slightly.
- Brief written notes may be helpful.
- If an interpreter is present, he or she usually sits beside the interviewer, across from the applicant. This allows the applicant to see the interpreter more easily.
- Interpreters facilitate communication. They should not be consulted or regarded as a reference for the applicant. Remember to maintain eye contact with the applicant, and direct your questions to the applicant, not to the interpreter.
- Expect the interpreter to interpret everything, not just your direct questions. The interpreter is acting much like the ears of a hearing person.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                          |                              |                                       |                          |
|------------------------------------------|------------------------------|---------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                  |                              | <b>NO. A-401- 4</b>                   |                          |
| SUBJECT <b>ALCOHOL AND DRUG TESTING</b>  |                              | PAGE NO. <b>1 of 9</b>                | DATED <b>8-31-04</b>     |
| EFFECTIVE DATE<br><b>August 31, 2004</b> | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Gary M. Ridley</b> |                          |
| POLICY REPLACED<br><b>Yes</b>            | POLICY NO.<br><b>A-401-4</b> | PAGE NO.<br><b>All</b>                | DATED<br><b>07-20-02</b> |

## POLICY

IT IS THE POLICY OF ODOT TO ENSURE THE ESTABLISHMENT OF AN ALCOHOL AND DRUG-FREE WORKPLACE AND TO FOLLOW FEDERAL PROCEDURES OUTLINED IN 49 CFR, PARTS 40 AND 382, AND THE STANDARDS FOR WORKPLACE DRUG AND ALCOHOL TESTING ACT, OKLAHOMA STATUTES TITLE 40, SECTION 551, ET. SEQ.

## IMPLEMENTATION (SPECIFIC)

1. Policy Communication

*This policy shall be conspicuously posted in all working units of the agency in the same manner as personnel postings. All affected ODOT employees and all prospective employees who have been given a conditional letter of employment shall receive a copy of this policy and all future updates. Each division is responsible for obtaining written documentation that each affected employee has received a copy of this policy as well as any future policy changes. Each division head shall designate a division employee to coordinate all aspects of the drug and alcohol testing program. The Division's Drug & Alcohol Testing Coordinator will be responsible for both the Commercial Driver's License (CDL) equipment operators and all other employees.*



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. A-401- 4

SUBJECT **ALCOHOL AND DRUG TESTING**

PAGE NO. **2 of 9**

DATED **8-31-04**

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POLICY NO.  
**A-401-4**

PAGE NO.  
**All**

DATED  
**07-20-02**

## 2. Affected Employees

All permanent and temporary employees are subject to this policy.

## 3. Types of Testing

- a. **Pre-Employment** - All persons accepting a conditional offer of employment with ODOT must take a pre-employment drug test. All candidates conditionally offered transfer or promotion into positions requiring CDL licensure must submit to testing for drugs. Positive test results will prohibit the hiring of an individual and the promotion or transfer of a candidate into positions requiring CDL licensure. Internal candidates testing positive on a drug test will be referred to the Employee Assistance Program (EAP).

If the hiring is in the Central Office the official making the conditional offer of employment will arrange for drug testing for the candidate through the Safety Branch/Maintenance Division. Field division personnel will follow testing procedures established for the field divisions.

- b. **Random Testing** - Equipment Operators with CDL's will be subject to random alcohol and drug testing. A minimum annual testing, at the rate of 50% for drugs and 10% for alcohol, will be administered. These tests will be unannounced and spread reasonably throughout the calendar year. The division will provide a list of the names, social security numbers and work locations for all affected employees. It is the division's responsibility to keep this list current and inform the alcohol/drug testing vendor of any changes.
- c. **Reasonable Suspicion** - All employees are subject to reasonable suspicion testing. Reasonable suspicion means a belief that an employee is using or has used drugs or alcohol in violation of the employer's written policy. Reasonable suspicions are drawn, in light of experience, from specific objective and articulable facts and reasonable inferences drawn from those facts. It may, among other things, be based upon:

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. A-401- 4

SUBJECT **ALCOHOL AND DRUG TESTING**

PAGE NO. **3 of 9**

DATED **8-31-04**

EFFECTIVE DATE  
**August 31, 2004**

ISSUED BY  
**DIRECTOR**

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POLICY REPLACED  
**Yes**

POLICY NO.  
**A-401-4**

PAGE NO.  
**All**

DATED  
**07-20-02**

- (1) Observable phenomena:
  - (a) the physical symptoms or manifestations of being under the influence of a drug or alcohol while at work or on duty, or
  - (b) the direct observation of drug or alcohol use while at work or on duty.
- (2) Report of drug or alcohol use while at work or on duty, provided by reliable and credible sources and which has been independently corroborated.
- (3) Evidence:
  - (a) that an individual has tampered with a drug or alcohol test during his employment with ODOT, or
  - (b) that an employee is involved in the use, possession, sale, solicitation or transfer of drugs while on duty, on ODOT premises or operating an ODOT vehicle, machinery or equipment.

Reasons for submitting an employee to this type of testing must be documented by the immediate supervisor or the supervisor in charge and another supervisor who both have received the required 2 hours training under 49 CFR, Section 382.603. All supervisors are required to receive the training. The training documentation will be maintained by the Division's Alcohol & Drug Testing Coordinator. Each reporting supervisor must have completed one hour of training on alcohol misuse and one hour of training on drug misuse prior to referring the employee for reasonable suspicion testing.

A reasonable suspicion form must be completed and signed off by both supervisors. Following completion of the reasonable suspicion form, the time constraints for testing will conform to those under section 3d, Post Accident Testing. Testing will be arranged through the respective division office. Following testing, the reasonable suspicion form will be forwarded to the Division's Alcohol & Drug Testing Coordinator and filed according to section 7, Confidentiality.

#### d. **Post-Accident Testing**

- (1) All employees are subject to post-accident testing. Equipment Operators with CDL's who are involved in a vehicular accident in an ODOT vehicle will

| <b>OKLAHOMA DEPARTMENT OF TRANSPORTATION</b> |                              |                                       |                          |
|----------------------------------------------|------------------------------|---------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                      |                              |                                       | <b>NO. A-401- 4</b>      |
| SUBJECT <b>ALCOHOL AND DRUG TESTING</b>      |                              | PAGE NO. <b>4 of 9</b>                | DATED <b>8-31-04</b>     |
| EFFECTIVE DATE<br><b>August 31, 2004</b>     | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Gary M. Ridley</b> |                          |
| POLICY REPLACED<br><b>Yes</b>                | POLICY NO.<br><b>A-401-4</b> | PAGE NO.<br><b>All</b>                | DATED<br><b>07-20-02</b> |

be tested for both drugs and alcohol under the circumstances indicated in the following table.

| <b>POST-ACCIDENT TESTING</b>                                        |                               |                                        |
|---------------------------------------------------------------------|-------------------------------|----------------------------------------|
| Type of Accident Involved                                           | Citation Issued to The Driver | Tests Must Be Performed Drug & Alcohol |
| Human Fatality                                                      | Yes<br>No                     | Yes<br>Yes                             |
| Bodily Injury With Immediate Medical Treatment Away from the Scene. | Yes<br>No                     | Yes<br>Yes                             |
| Disabling Damage to Any Motor Vehicle Requiring Tow Away.           | Yes<br>No                     | Yes<br>Discretionary                   |

- (2) All employees are required to undergo post-accident drug and alcohol testing if there is a reasonable suspicion that the employee or another person has sustained a work-related injury or that ODOT property has been damaged as a direct result of the employee's use of drugs or alcohol. This includes damage to equipment in an amount, reasonably estimated at the time of the accident, to exceed \$500.00.
- (3) If the employee has not submitted to an alcohol test within 2 hours of the accident, the supervisor must record the reason(s) a test was not given. If the employee has not submitted to an alcohol test within 8 hours, the supervisor must cease attempts to have the alcohol test administered and record the reason(s) a test was not given.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-401- 4**

SUBJECT **ALCOHOL AND DRUG TESTING**

PAGE NO. **5 of 9**

DATED **8-31-04**

EFFECTIVE DATE  
**August 31, 2004**

ISSUED BY  
**DIRECTOR**

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POLICY REPLACED  
**Yes**

POLICY NO.  
**A-401-4**

PAGE NO.  
**All**

DATED  
**07-20-02**

- (4) If the employee has not submitted to a drug test within 32 hours the supervisor must cease attempts to have the drug test administered and record the reasons a test was not given.
- (5) If the employee tests positive the Progressive Discipline table in section 5b will show the minimum guidelines. Depending on the accident, more stringent discipline can be implemented.

**e. Return-to-Duty Testing**

Employees will undergo a return-to-duty drug or alcohol test after engaging in prohibited conduct regarding drug or alcohol misuse. Before an employee returns to duty he/she will undergo a return-to-duty alcohol test if the conduct involved alcohol. The test result must indicate a breath alcohol level of less than 0.02. A controlled substance test, with a verified negative result, is required if the conduct involved use of a controlled substance. Employees will be assigned duties, in the unit or division, which will not require the performance of a safety-sensitive function. They will not be allowed to operate a motor vehicle until such time as the results of the return-to-duty test are received. Employees will not be required to pay for the return-to-duty test.

**f. Follow-Up-Testing**

After engaging in prohibited conduct regarding drug or alcohol misuse, each employee will be subject, upon the recommendation of the Substance Abuse Professional, to a minimum of 6 follow-up drug or alcohol tests. These tests will be administered in the first 12 months following the date of testing that resulted in a positive test for drug or alcohol misuse. These tests will be performed by ODOT's current contract vendor and the employees will be responsible for the cost of follow-up testing and will pay for these tests in advance.

Upon return to duty the employee will submit, to the Division's Drug & Alcohol Testing Coordinator, a cashier's check or money order made out to the drug testing vendor. The cashier's check or money order will be in the amount of the contract price for one drug and/or alcohol test depending on the recommendation of the Substance Abuse Professional. After each follow-up test the employee will

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. A-401- 4

SUBJECT **ALCOHOL AND DRUG TESTING**

PAGE NO. **6 of 9**

DATED **8-31-04**

EFFECTIVE DATE  
**August 31, 2004**

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POLICY NO.  
**A-401-4**

PAGE NO.  
**All**

DATED  
**07-20-02**

submit another cashier's check or money order made out to the drug testing vendor, thus ensuring the employee has paid for his/her next test. Once follow-up testing has been completed, the last cashier's check or money order will be returned to the employee. Failure to submit a cashier's check or money order will be treated the same as positive test results and appropriate discipline will be progressively applied. See section 5b, Progressive Discipline table.

#### 4. Types of Drugs and Drug Testing Procedures

a. In accordance with federal regulations, drug testing will be conducted for the following drugs:

- (1) Marijuana (THC metabolite)
- (2) Cocaine
- (3) Amphetamines
- (4) Opiates including Heroin
- (5) Phencyclidine (PCP)

b. Testing is a two-stage process:

- (1) First, a screening test is performed. If it is positive for one or more of the five drugs listed, then a confirmation test is performed using gas chromatography/mass spectrometry analysis. Positive results must be reviewed by a Medical Review Officer (MRO).
- (2) Second, the MRO will personally contact each employee having a positive drug test result to determine if there is a medical reason for a positive test result. The MRO will provide the final report to the appropriate Division's Drug & Alcohol Testing Coordinator. Split-specimens will be collected at the test site. In the event of a positive test result on the first specimen the employee may submit a written request to the Division's Drug & Alcohol Testing Coordinator asking that a test be conducted on the second specimen. This must be done within 72 hours of receiving a positive test result. The employee must pay ODOT's current contract vendor in advance for the second specimen testing. If the test results on the second specimen are negative, the employee will be reimbursed by the Department. Testing for alcohol will be performed using breathalysers as specified in federal regulations.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                          |                              |                                       |                          |
|------------------------------------------|------------------------------|---------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                  |                              | <b>NO. A-401- 4</b>                   |                          |
| SUBJECT <b>ALCOHOL AND DRUG TESTING</b>  |                              | PAGE NO. <b>7 of 9</b>                | DATED <b>8-31-04</b>     |
| EFFECTIVE DATE<br><b>August 31, 2004</b> | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Gary M. Ridley</b> |                          |
| POLICY REPLACED<br><b>Yes</b>            | POLICY NO.<br><b>A-401-4</b> | PAGE NO.<br><b>All</b>                | DATED<br><b>07-20-02</b> |

5.    **Actions When Test Results Are Positive**

a.    **Removal of the Employee from Safety Sensitive Functions**

Alcohol concentrations of .02 to .039 will necessitate removal of the employee from safety sensitive functions for a minimum of 24 hours as required by 49 CFR, Section 382.505. Employees will not be allowed to operate a motor vehicle during this time.

b.    **Progressive Discipline**

The following table indicates minimum required levels of discipline and program requirements on positive test results. Employees may also be suspended or discharged for any offense depending on documented poor job performance and disciplinary record. Part of the documentation required in the disciplining process is the completion of the EAP referral form.

| <b>PROGRESSIVE DISCIPLINE</b> |                               |
|-------------------------------|-------------------------------|
| <b>ALCOHOL</b>                |                               |
| <b>ALCOHOL LEVEL</b>          | <b>.04 AND HIGHER</b>         |
| 1 <sup>st</sup> Offense       | 15 Day Suspension Without Pay |
| 2 <sup>nd</sup> Offense       | 30 Day Suspension Without Pay |
| 3 <sup>rd</sup> Offense       | Discharge                     |
| <b>DRUGS</b>                  |                               |
| 1 <sup>st</sup> Offense       | 30 Day Suspension Without Pay |
| 2 <sup>nd</sup> Offense       | Discharge                     |

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-401- 4**

SUBJECT **ALCOHOL AND DRUG TESTING**

PAGE NO. **8 of 9**

DATED **8-31-04**

EFFECTIVE DATE  
**August 31, 2004**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Gary M. Ridley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**A-401-4**

PAGE NO.  
**All**

DATED  
**07-20-02**

Employees refusing to take a drug or alcohol test will be subject to return-to-duty and follow-up testing as previously described. Refusals will be treated the same as positive test results and appropriate discipline will be progressively applied with each refusal.

An adulterated test specimen, as determined by the testing laboratory, will be deemed a positive test.

c. **Suspension with Pay**

Upon notice of a positive drug or alcohol test the employee will be given written notice of disciplinary action. The employee will be placed on Suspension With Pay in accordance with Merit Rule 530:10-11-120 from the time of notification of positive test results until the time of the pre-disciplinary hearing.

6. **Employee Assistance Program Referral**

- a. It is mandated that all employees with positive test results will be automatically referred, by the appropriate division head, to the ODOT Employee Assistance Program (EAP) Coordinator. The employees will immediately contact the EAP Coordinator who will then refer them to a Substance Abuse Professional (SAP).
- b. These employees are required to be evaluated by a Substance Abuse Professional (SAP) for each positive test, including follow-up tests. The SAP will determine what assistance the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse. These employees cannot return to work, perform safety sensitive functions, or operate a motor vehicle until they have been evaluated by a SAP and have successfully complied with SAP recommendations.
- c. In addition, each affected employee identified as needing assistance in resolving problems associated with alcohol or controlled substances will be evaluated by a SAP to determine that the employee has followed the rehabilitation program prescribed. Failure to successfully comply with the SAP's recommendations will result in more stringent disciplinary action up to and including discharge.

7. **Confidentiality**

All tests and all information related to such tests referred to in 49 CFR 382.401 (memoranda, reports, statements, etc.) are confidential. All such reports must be maintained in secure files, marked confidential and kept separate from personnel files.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                          |                              |                                       |                          |
|------------------------------------------|------------------------------|---------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                  |                              | <b>NO. A-401- 4</b>                   |                          |
| SUBJECT <b>ALCOHOL AND DRUG TESTING</b>  |                              | PAGE NO. <b>9 of 9</b>                | DATED <b>8-31-04</b>     |
| EFFECTIVE DATE<br><b>August 31, 2004</b> | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Gary M. Ridley</b> |                          |
| POLICY REPLACED<br><b>Yes</b>            | POLICY NO.<br><b>A-401-4</b> | PAGE NO.<br><b>All</b>                | DATED<br><b>07-20-02</b> |

The records may not be released to any person other than the applicant, affected employee, or any person directly involved in disciplinary action or assistance referral, and by lawful court order. An employee may obtain their records by submitting a written request to the Division's Alcohol & Drug Testing Coordinator.

## IMPLEMENTATION (VOLUNTARY)

Employees may volunteer as participants in a drug and alcohol random testing program. These volunteer participants may not be counted toward the random testing totals referenced in section 3b, Random Testing. Volunteers must contact the individual division head in writing requesting voluntary program participation. Under no circumstance will anyone be coerced or otherwise influenced to volunteer. The names of volunteers will be submitted by the division head directly to the testing laboratory service, who will select participants on a random basis in the same percentage as that established in section 3b. Positive test results will be handled in the same manner as mandatory participant test results.

## ASSIGNMENT OF RESPONSIBILITY

The statewide Drug & Alcohol Coordinator will be the Branch Manager of the Safety Branch/Maintenance Division, and will ensure compliance with Title 40, Oklahoma Statutes, Section 551 - 565 and 49 CFR, Parts 40 and 382.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-404-1**

SUBJECT **WORKERS' COMPENSATION**

PAGE NO. **1 of 8**

DATED **02-28-03**

EFFECTIVE DATE  
**02-28-03**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Gary M. Ridley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**A-404-1**

PAGE NO.  
**All**

DATED  
**01-10-94**

## **POLICY**

**OKLAHOMA STATE STATUTES PROVIDE THAT ALL STATE EMPLOYEES SHALL BE COVERED BY WORKERS' COMPENSATION INSURANCE THROUGH COMPSOURCE OKLAHOMA (85 O.S. § 2.1), AND ENSURES THAT EMPLOYEES RECEIVE THE BENEFITS TO WHICH THEY ARE ENTITLED FOLLOWING A WORK RELATED ILLNESS OR INJURY.**

No employee shall be discharged because he/she has filed a Workers' Compensation claim.

## **IMPLEMENTATION (SPECIFIC)**

### **I. WHEN ACCIDENTS RESULT IN INJURY/ILLNESS**

#### **A. Reporting Work Related Injuries/Illnesses**

Employees who sustain injuries/illnesses while performing work related tasks are responsible for reporting the injury to their supervisor as soon as possible after the accident occurs. Failure to report an injury within thirty (30) days may cause a claim to be disallowed by the Workers' Compensation Court (85 O.S. § 24.2) .

#### **B. Investigating Accidents**

The supervisor shall ensure that the accident is investigated, all possible verification is obtained, and a record of the reported accident is maintained. Division Safety Coordinators and Division Heads shall immediately be advised of the circumstances of the accident and the extent of the injury/illness.

|                                              |                              |                                                 |                          |
|----------------------------------------------|------------------------------|-------------------------------------------------|--------------------------|
| <b>OKLAHOMA DEPARTMENT OF TRANSPORTATION</b> |                              |                                                 |                          |
| <b>POLICY DIRECTIVE</b>                      |                              |                                                 | <b>NO. A-404-1</b>       |
| SUBJECT <b>WORKERS' COMPENSATION</b>         |                              | PAGE NO. <u>2 of 8</u><br>DATED <u>02-28-03</u> |                          |
| EFFECTIVE DATE<br><b>02-28-03</b>            | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Gary M. Ridley</b>           |                          |
| POLICY REPLACED<br><b>Yes</b>                | POLICY NO.<br><b>A-404-1</b> | PAGE NO.<br><b>All</b>                          | DATED<br><b>01-10-94</b> |

**C. Medical Assistance**

The supervisor shall ensure that prompt medical treatment is rendered. If employees require medical treatment they shall be provided with a Certified Workplace Medical Plan "Authorization to Treat Form."

**II PROCESSING WORKERS' COMPENSATION**

**A. Form No. 2, "Employer's First Notice of Injury"**

The employee's immediate supervisor shall prepare a Form No. 2 "Employer's First Notice of Injury" and the Oklahoma Department of Transportation's "Supervisors First Report of Injury" in each instance where an employee claims to have suffered an on-the-job injury for which compensable work time is lost or medical attention away from the work site is received (85 O.S. § 24.1). In every instance where the employee will be off work due to the claimed illness or injury for more than three (3) consecutive calendar days (including regular days off), a statement, Form M-29, must be provided which indicates whether or not any leave will be used.

The supervisor shall fully investigate the accident and report all findings on the Oklahoma Department of Transportation's "Supervisor's First Report of Injury." Both the "Employer's First Notice of Injury" and the "Supervisor's First Report of Injury" shall be signed by the supervisor.

All forms shall be forwarded to the Division Workers' Compensation Coordinator as soon as possible. The Division Workers' Compensation Coordinator will report the injury/illness to CompSource Oklahoma through Teleclaim or through the internet and forward a copy of all paperwork to the Safety Branch.

**B. Benefits**

1. Medical Expenses (85 O.S. § 14-15)

Benefits include all medical, surgical, nursing and hospital services, medicines, crutches, and prosthetic devices, as well as documented travel expenses outside the employee's city of residence.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-404-1**

SUBJECT **WORKERS' COMPENSATION**

PAGE NO. **3 of 8**

DATED **02-28-03**

EFFECTIVE DATE  
**02-28-03**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Gary M. Ridley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**A-404-1**

PAGE NO.  
**All**

DATED  
**01-10-94**

The Division shall forward any received bills or statements which reflect service rendered in connection with the work related injury to CompSource Oklahoma or the Safety Branch.

Employees may not seek medical treatment other than from the original treating physician, unless referred by that physician, or with the prior approval of CompSource Oklahoma or the Certified Workplace Medical Plan.

## 2. Compensation

### a. Temporary Total Disability

Claims for Temporary Total Disability compensation are generally initiated when the employee files a Form No. 2, "Employer's First Notice of Injury."

Employees who are off work more than three (3) consecutive calendar days will receive Temporary Total Disability payments. The compensation benefits normally start on the fourth day of Temporary Total Disability. At the option of the employee, Temporary Total Disability payments may be supplemented by any Sick Leave or Annual Leave to the extent that the employee shall, if he/she has the accruals, receive full wages during the employee's work absence.

Payments for Temporary Total Disability are equal to 70% of the average weekly wage of the employee (limited to the State's average weekly wage) and may be collected for fifty-two (52) weeks, reviewable by the Workers' Compensation Court after forty-two (42) weeks. Upon a finding that benefits should be extended beyond the initial fifty-two-week period, compensation may be continued for an additional successive fifty-two (52) week period, provided the employee has requested review of the case at forty-two (42) weeks during each period involved and upon a finding by the Workers' Compensation Court that benefits should be extended (85 O.S. § 22. [2]). Total payments of compensation for Temporary Total Disability may not exceed a maximum of one hundred fifty-six (156) weeks.

If the employee takes full paid leave and receives a Workers' Compensation payment for that period, the next available pay check will be reduced by the amount paid in excess of regular wages for that period. The same policy applies to Terminal Leave payments. Applicable leave will be reinstated if regular wages are reduced.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-404-1**

SUBJECT **WORKERS' COMPENSATION**

PAGE NO. **4 of 8**

DATED **02-28-03**

EFFECTIVE DATE  
**02-28-03**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Gary M. Ridley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**A-404-1**

PAGE NO.  
**All**

DATED  
**01-10-94**

Immediately following the return to work of any employee who was receiving Temporary Total Disability, CompSource Oklahoma and the Safety Branch will be notified of the date of return.

b. Temporary Partial Disability (85 O.S. § 22. [4])

Payments for Temporary Partial Disability are available to employees who return to work at a wage less than that which they were earning prior to the injury. Temporary Partial Disability may be collected for fifty-two (52) weeks, reviewable by the Workers' Compensation Court after forty-two (42) weeks. Upon a finding that benefits should be extended beyond the initial fifty-two (52) week period, compensation may be continued for additional successive fifty-two (52) week periods. This is provided that the employee has requested review of the case at forty-two (42) weeks during each period involved and upon a finding by the Workers' Compensation Court that benefits should be extended. Total payments of compensation for Temporary Partial Disability may not exceed a maximum of one hundred fifty-six (156) weeks. Payments equal 70% of the difference between the employee's average weekly wages and the employee's wages while on Temporary Partial Disability.

c. Permanent Disability.

Determining disability shall be the responsibility of the Workers' Compensation Court and any claim for permanent disability must be supported by medical evidence (85 O.S. § 17).

- (1) Permanent Total Disability (85 O.S. § 22.[1]) benefit payments are designed for workers who are incapacitated because of accidental injury or occupational illness and are unable to earn any wages in any employment.

Total Disability shall be determined by the physician's reports, agreements made between the employee and CompSource Oklahoma and decisions of the Workers' Compensation Court.

- (2) Permanent Partial Disability (85 O.S. § 22. [3]) payments are designed to reimburse an employee for any disability which is permanent in nature but which is not totally disabling.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-404-1**

SUBJECT **WORKERS' COMPENSATION**

PAGE NO. **5 of 8**

DATED **02-28-03**

EFFECTIVE DATE  
**02-28-03**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Gary M. Ridley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**A-404-1**

PAGE NO.  
**All**

DATED  
**01-10-94**

Payments shall be made for a scheduled number of weeks, depending on the nature of the disability.

3. **Death Benefits (85 O.S. § 22.8)**

Death Benefits are available to dependents of an employee who dies as a result of an occupational injury or illness. Payments are available in a variety of ways, depending on marital status and number of dependents.

4. **Rehabilitation (85 O.S. § 16)**

Payment for physical or occupational rehabilitation services may be provided by Workers' Compensation insurance.

### III RELATED PERSONNEL TRANSACTIONS

The Division shall explain to the employee applicable Merit Rules and review the following information:

#### A. Leave Requests

Employees may elect to supplement their Temporary Total Disability with accumulated Sick or Annual Leave or request Leave-Without-Pay (74 O.S. § 840- 2.21). Request for Leave-Without-Pay for up to one year shall be granted by the Division Head.

A written request from the employee and a medical statement which indicates the employee is unable to perform the required job duties and which specifies a date by which the employee should be able to return for work shall be submitted as soon as possible after injury, preferably before the start of Leave-Without-Pay. If, however, it is not possible for the employee to submit a written request or medical statement immediately after the injury or prior to the start of Leave-Without-Pay, the employee may be granted a period of Leave-Without-Pay, not to exceed fourteen (14) days, in which to submit the request and statement.

Any extension of Leave-Without-Pay beyond the initial fourteen (14) days must be requested in writing and be accompanied by a medical statement. Extensions of leave without pay beyond one year may be granted in accordance with Merit Rule 530:10-15-47(a)(1), at the discretion of the Division Head, not to exceed one additional year.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-404-1**

SUBJECT **WORKERS' COMPENSATION**

PAGE NO. **6 of 8**

DATED **02-28-03**

EFFECTIVE DATE  
**02-28-03**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Gary M. Ridley**

POLICY REPLACED  
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POLICY NO.  
**A-404-1**

PAGE NO.  
**All**

DATED  
**01-10-94**

Leave-Without-Pay may be canceled or not extended, in accordance with Merit Rule 530:10-15-47(a)(5), should the employee fail to return to work at the end of a Leave-Without-Pay period, or fail to submit the required medical statement, or fail to return when the medical statement indicates the employee is medically able to perform the duties of the original position.

## **B. Medical Statements**

Employees shall provide their Division with medical statements indicating their ability to perform the duties of the position at least every three months (74 O.S. § 840 - 2.21) with each request for an extension of Leave-Without-Pay, upon becoming medically able to perform the duties of the original position, and at the time of return to work.

## **C. Health Insurance Premiums**

An employee placed on Leave-Without-Pay shall continue receiving basic plan insurance coverage as defined in 74 O.S. § 1363 and dependent insurance benefit allowance pursuant to paragraph 2 of subsection C of 74 O.S. § 1370 paid by the Oklahoma Department of Transportation during Leave-Without-Pay.

## **D. Continuing Employment**

The employee shall retain the right to return to his original position for one year from the date Leave-Without-Pay began (74 O.S. § 840 - 2.21), and in accordance with Merit Rule 530:10-15-47(b). The employee shall provide the Division with a medical statement indicating the employee is medically able to perform the duties of the position prior to returning to duty.

Probationary employees on Leave-Without-Pay shall have their probationary period extended in accordance with Merit Rule 530:10-11-36.

## **E. Separations**

1. Employees shall be terminated from the agency in the event they fail to return to work following cancellation or non-extension of their Leave-Without-Pay (Merit Rule 530:10-15-47 (a)(5)).

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-404-1**

SUBJECT **WORKERS' COMPENSATION**

PAGE NO. **7 of 8**

DATED **02-28-03**

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**02-28-03**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Gary M. Ridley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**A-404-1**

PAGE NO.  
**All**

DATED  
**01-10-94**

2. Employees shall be separated if they fail to return to work in some capacity after one year from the date they began Leave-Without-Pay (74 O.S. § 840 -2.21), Merit Rule 530:10-15-47(a)(3), unless an extension was requested and granted in accordance with Merit Rule 530:10-15-47(a)(1).

## IV. RECORD KEEPING

### A. Workers' Compensation Files

The Division and Safety Branch shall maintain copies of all Worker's Compensation claims and related materials.

### B. Department of Labor Report

The Division and Safety Branch shall maintain a record of all occupational illness and injury by calendar year using the Department of Labor's form OK No. 300, "Log of Occupational Injuries and Illnesses."

The Department of Labor's form OK No. 300A, "Summary of Work-Related Injuries and Illnesses," shall be completed at the end of each calendar year. The original shall be sent to the Department of Labor and a copy shall be posted from February 1st to April 30th.

### C. Documentation and Monitoring Leave

All statutory and Merit Rule guidelines and procedures on first preference, the extension or cancellation of Leave-Without-Pay and separation of the employee shall be adhered to.

Divisions shall monitor the employee's submission of the required periodic medical statements, and the expiration dates for Leave-Without-Pay.

All periods of Leave-Without-Pay in excess of thirty (30) calendar days shall be documented on a Personnel Transaction Form No. 66-A, which specifies:

1. The employee is on Leave-Without-Pay due to a work related illness/injury for which a Workers' Compensation Claim (Form No.2) has been filed.
2. Both beginning and ending dates (for a period not to exceed one year).

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-404-1**

SUBJECT **WORKERS' COMPENSATION**

PAGE NO. **8 of 8**

DATED **02-28-03**

EFFECTIVE DATE  
**02-28-03**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Gary M. Ridley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**A-404-1**

PAGE NO.  
**All**

DATED  
**01-10-94**

The Form No. 66-A shall have as attached:

- (a) A written request from the employee to be placed on Leave-Without-Pay.
- (b) A medical statement which confirms that the employee is unable to return to duty during the time period specified.

## **D. Form M-29 ODOT Workers' Compensation Benefit Election**

In every instance where the employee will be off work due to the claimed illness or injury for more than three (3) consecutive calendar days (including regular days off), a statement, Form M-29, must be provided which indicates whether or not any leave will be used.

The original copy of Form M-29 should be kept by the Division in the Workers' Compensation file, as it relates to supplemental benefits and to time reporting on the A-9, as well as Workers' Compensation.

All required forms and attachments shall be timely processed and filed with the Safety Branch. Questions regarding Workers' Compensation should be directed to the Safety Branch. Questions regarding leave should be directed to the Human Resources Division.

## **V. WORKERS' COMPENSATION FRAUD**

All suspected workers' compensation fraud will be investigated.

Any person who commits Workers' Compensation fraud shall be guilty of a felony. Upon being convicted it is punishable by imprisonment in the State Penitentiary not to exceed five (5) years or by a fine not exceeding five thousand dollars (\$5,000.00) or by both fine and imprisonment.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. A-501-1**

SUBJECT **ACCIDENT INVESTIGATIONS - CONFIDENTIAL**

PAGE NO. **1 of 1**

DATED **03-01-96**

EFFECTIVE DATE  
**03-01-96**

ISSUED BY  
**DIRECTOR**

APPROVED  
**ss/ Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**A-501-1**

PAGE NO.  
**All**

DATED  
**11-22-85**

## **POLICY**

**ALL INFORMATION AND MATERIAL OBTAINED BY DEPARTMENT PERSONNEL AS A RESULT OF THE INVESTIGATION OF AN ACCIDENT OCCURRING ON DEPARTMENTAL PROPERTY AND/OR INVOLVING THE DEPARTMENT IS CONFIDENTIAL.**

## **IMPLEMENTATION (SPECIFIC)**

Investigations made by Department personnel of accidents occurring on Departmental properties, and/or involving the Department, shall be made at the direction of the General Counsel in anticipation of litigation by and against this agency.

All such information and material resulting from such an investigation, including photographs, negatives, statements, diagrams, samples, measurements and reports are the property of the Department's Office of the General Counsel.

No investigative file or material shall be released, sold, loaned, or in any manner given, to other than proper authority without the specific authorization of the General Counsel.

Every level of management is responsible for advising any employee under their supervision, who might become involved in such investigation, as to their responsibility under this policy.

## **IMPLEMENTATION (ADVISORY)**

This policy is necessary under the Risk Management Program in order to retain as much evidence as possible for the Department and to protect the Department's position during litigation and in pre-litigation negotiation. Confidentiality of the investigation files of agency attorneys is specifically authorized by Title 51 OS, Section 24 A.12.

MARCH 1, 2006

## POLICY DIRECTIVES AND ADMINISTRATIVE ORDERS LOG

### SECTION B - ADMINISTRATION

| POLICY NO.         | EFF. DATE           | TITLE                                                                                                            |
|--------------------|---------------------|------------------------------------------------------------------------------------------------------------------|
| B-101-2            | 09-21-86            | EMPLOYEE ETHICAL CONDUCT                                                                                         |
| B-101-2-(1)        | 01-04-94            | EMPLOYEE ETHICAL CONDUCT - ACCEPTANCE OF OFFERINGS                                                               |
| B-101-2-(2)        | 07-01-90            | EMPLOYEE ETHICAL CONDUCT - PERSONAL BUSINESS                                                                     |
| B-101-2-(3)        | 01-02-92            | EMPLOYEE ETHICAL CONDUCT - CONFLICT OF INTEREST                                                                  |
| B-101-2-(4)        | 06-15-89            | EMPLOYEE ETHICAL CONDUCT - NEPOTISM                                                                              |
| B-101-4            | 09-06-89            | MAILROOM AND FACILITIES                                                                                          |
| B-103-1            | 06-15-00            | PROJECT MANAGEMENT                                                                                               |
| B-104-1            | 05-01-96            | USE OF THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FACILITIES                                                      |
| B-105-1            | 06-02-03            | RECORDS MANAGEMENT PROGRAM                                                                                       |
| B-105-1-(1)        | 06-02-03            | MICROFILMING OF ODOT'S RECORDS                                                                                   |
| B-105-1-(2)        | 06-02-03            | RECORDS MANAGEMENT PROGRAM - MAINTENANCE/STORAGE                                                                 |
| B-201-1            | 12-21-83            | FINANCIAL ACCOUNTING - ASSIGNMENT OF RESPONSIBILITY                                                              |
| <del>B-201-2</del> | <del>02-14-84</del> | <del>REPORTING CHANGES IN FINANCIAL ACCOUNTING-<br/>RESCINDED MARCH 1, 2006</del>                                |
| B-201-3            | 05-01-98            | AUDIT RESPONSIBILITIES - COGNIZANCE - NOTIFICATION                                                               |
| B-201-4            | 08-01-95            | RESPONSE TO AUDIT FINDINGS                                                                                       |
| B-202-1            | 02-01-02            | RECEIPT OF MONEY                                                                                                 |
| B-202-2            | 11-01-99            | BILLING, RECEIPT AND COLLECTION OF MONEY                                                                         |
| B-203-1            | 04-03-95            | PAYROLL                                                                                                          |
| B-203-1-(1)        | 04-03-95            | PAYROLL - TYPES                                                                                                  |
| B-203-1-(2)        | 09-01-96            | PAYROLL - WARRANT CANCELLATION                                                                                   |
| B-203-1-(3)        | 04-03-95            | PAYROLL - LEAVE                                                                                                  |
| B-203-1-(4)        | 09-01-95            | PAYROLL - DEDUCTIONS                                                                                             |
| B-203-1-(5)        | 01-10-94            | PAYROLL - EMPLOYEE'S BENEFIT COUNCIL                                                                             |
| B-204-1            | 09-03-02            | REIMBURSEMENT FOR OUT OF AGENCY USE OF ODOT AIRCRAFT<br>(OAC 730:1-7-1,2,3,4.)                                   |
| B-301-1            | 10-01-96            | GRIEVANCE MANAGEMENT INFORMATION<br>- Subchapter 19, Internal Agency Grievance Resolution Procedures (455:10.19) |
| B-301-1-(1)        | 09-01-95            | GRIEVANCE MANAGEMENT INFORMATION<br>- Internal Agency Grievance Resolution Form MPC 900                          |
| B-301-2            | 04-28-87            | EMPLOYEE RIGHT-OF-EXPRESSION AND COMMUNICATION                                                                   |
| B-301-3            | 03-13-89            | TARGETED ENGINEERING POSITIONS                                                                                   |
| B-302-1            | 05-01-05            | CONFIDENTIALITY OF PERSONNEL RECORDS                                                                             |
| B-302-2            | 07-01-90            | OPEN RECORDS ACT                                                                                                 |

| <b>POLICY NO.</b>       | <b>EFF. DATE</b>     | <b>TITLE</b>                                                                     |
|-------------------------|----------------------|----------------------------------------------------------------------------------|
| B-303-1                 | 04-03-95             | FAIR LABOR STANDARDS ACT - OVERTIME PAY                                          |
| B-303-1-(1)             | 02-23-94             | FAIR LABOR STANDARDS ACT - CLASSIFICATION LIST - OVERTIME ELIGIBILITY            |
| B-303-1-(2)             | 07-01-00             | FAIR LABOR STANDARDS ACT - RECORD KEEPING REQUIREMENTS                           |
| B-304-1                 | 01-11-01             | CONTRACT LABOR - TEMPORARY EMPLOYMENT AGENCIES                                   |
| B-305-1                 | 05-01-05             | REDUCTION-IN-FORCE<br>- Merit Rules for Employment                               |
| B-305-2                 | 06-17-87             | APPOINTMENT TO VACANT POSITIONS                                                  |
| B-305-2-(1)             | 05-01-05             | APPOINTMENT TO VACANT POSITIONS - PROMOTIONS                                     |
| B-305-2-(2)             | 07-01-90             | APPOINTMENT TO VACANT POSITIONS - TRANSFER                                       |
| B-305-2-(3)             | 04-01-84             | APPOINTMENT TO VACANT POSITIONS -REINSTATEMENT                                   |
| B-305-2-(4)             | 07-01-90             | APPOINTMENT TO VACANT POSITIONS - TEMPORARY                                      |
| B-305-2-(5)             | 07-01-90             | APPOINTMENT TO VACANT POSITIONS - DETAIL TO SPECIAL DUTY                         |
| B-305-2-(6)             | 07-01-90             | APPOINTMENT TO VACANT POSITIONS - DEMOTION                                       |
| B-305-2-(7)             | 07-01-90             | APPOINTMENT TO VACANT POSITIONS - PROBATIONARY/PERMANENT                         |
| B-305-3                 | 07-01-90             | PROBATIONARY EMPLOYEE/PERIOD                                                     |
| B-305-4                 | 03-01-96             | SEPARATION FROM EMPLOYMENT                                                       |
| B-305-5                 | 08-19-87             | LIMITED/LIGHT DUTY RETURN TO WORK                                                |
| B-305-6                 | 04-01-92             | EMPLOYMENT - COMMERCIAL DRIVERS LICENSE                                          |
| B-306-1                 | 03-01-96             | REGULATORY SERVICES - TITLE VI AND THE DISADVANTAGED BUSINESS ENTERPRISE PROGRAM |
| B-306-2                 | 03-08-84             | EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION                              |
| B-306-2-(1)             | 05-16-98             | GRIEVANCE MANAGEMENT INFORMATION - DISCRIMINATION                                |
| B-306-3                 | 09-11-91             | SEXUAL HARASSMENT - DISCRIMINATION                                               |
| B-307-1                 | 05-01-05             | LEAVE AND ABSENCE-FROM-WORK ASSIGNMENT                                           |
| <del>B-307-1-(1)</del>  | <del>Rescinded</del> | <del>ANNUAL LEAVE</del>                                                          |
| <del>B-307-1-(2)</del>  | <del>Rescinded</del> | <del>WITNESS AND JURY DUTY LEAVE</del>                                           |
| <del>B-307-1-(3)</del>  | <del>Rescinded</del> | <del>EDUCATIONAL LEAVE</del>                                                     |
| <del>B-307-1-(4)</del>  | <del>Rescinded</del> | <del>ENFORCED LEAVE</del>                                                        |
| <del>B-307-1-(5)</del>  | <del>Rescinded</del> | <del>HOLIDAY LEAVE</del>                                                         |
| <del>B-307-1-(6)</del>  | <del>Rescinded</del> | <del>LEAVE-OF-ABSENCE WITHOUT PAY</del>                                          |
| <del>B-307-1-(7)</del>  | <del>Rescinded</del> | <del>MILITARY LEAVE</del>                                                        |
| <del>B-307-1-(8)</del>  | <del>Rescinded</del> | <del>PROFESSIONAL LEAVE</del>                                                    |
| <del>B-307-1-(9)</del>  | <del>Rescinded</del> | <del>SICK LEAVE</del>                                                            |
| <del>B-307-1-(10)</del> | <del>Rescinded</del> | <del>VOTING LEAVE</del>                                                          |
| <del>B-307-1-(11)</del> | <del>Rescinded</del> | <del>INCLEMENT WEATHER PROCEDURES -- AUTHORIZED ABSENCES</del>                   |
| <del>B-307-1-(12)</del> | <del>Rescinded</del> | <del>OFFICIAL ABSENCE</del>                                                      |

| POLICY NO.              | EFF. DATE            | TITLE                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <del>B-307-1-(13)</del> | <del>Rescinded</del> | <del>TRAINING-ABSENCE</del>                                                                                                                                                                                                                                                                                                                                    |
| <del>B-307-1-(14)</del> | <del>Rescinded</del> | <del>FAMILY AND MEDICAL LEAVE</del>                                                                                                                                                                                                                                                                                                                            |
| <del>B-307-1-(15)</del> | <del>Rescinded</del> | <del>STATE EMPLOYEE LEAVE SHARING</del>                                                                                                                                                                                                                                                                                                                        |
| B-308-1                 | 09-01-94             | POLITICAL ACTIVITY                                                                                                                                                                                                                                                                                                                                             |
| B-310-1                 | 07-01-97             | TRAVEL EXPENSES - REIMBURSEMENT                                                                                                                                                                                                                                                                                                                                |
| B-310-1-(1)             | 07-01-2001           | STATE TRAVEL EXPENSES - REIMBURSEMENT                                                                                                                                                                                                                                                                                                                          |
| B-310-2                 | 05-15-93             | TRANSFERRED EMPLOYEES - PARTIAL PAYMENT OF MOVING EXPENSES                                                                                                                                                                                                                                                                                                     |
| B-310-3                 | 10-19-88             | TRANSPORTING PASSENGERS IN ODOT VEHICLES                                                                                                                                                                                                                                                                                                                       |
| B-310-4                 | 05-01-05             | VEHICLE USE - TO AND FROM EMPLOYEE RESIDENCE                                                                                                                                                                                                                                                                                                                   |
| B-311-1                 | 03-01-96             | EMPLOYEE PERFORMANCE APPRAISAL<br>- ODOT-HR199A, (8-94) Pages 1-4                                                                                                                                                                                                                                                                                              |
| B-312-1                 | 08-01-92             | DISCIPLINARY/TERMINATION ACTION W/FORMS<br>- Proposed Disciplinary Action: Notice of Disciplinary Action - PR543, dtd 03/95<br>- Specifics of Cause, dtd 2-87<br>- Notice of Forfeiture of Office or Employment, April 1995<br>- Petition for Appeal - MPC-200, dtd 08-95                                                                                      |
| B-312-1-(1)             | 01-02-92             | PREDISCIPLINARY/PRETERMINATION HEARING PRIOR TO DISCHARGE, SUSPENSION WITHOUT PAY, INVOLUNTARY DEMOTION OR FORFEITURE OF POSITION W/FORMS<br>- Proposed Disciplinary Action: Notice of Predisciplinary Action - PR543, dtd 03-95<br>- Specifics of Cause, dtd 2-87<br>- Notice of Pre-Termination Hearing (Forfeiture of Office or Employment), NPH-April 1995 |
| B-402-1                 | 06-01-89             | ODOT COMMUNICATIONS HANDBOOK                                                                                                                                                                                                                                                                                                                                   |
| B-502-1                 | 08-01-90             | DRUG FREE AWARENESS PROGRAM                                                                                                                                                                                                                                                                                                                                    |
| B-601-1                 | 04-30-03             | DEPARTMENT PURCHASING                                                                                                                                                                                                                                                                                                                                          |
| B-601-1-(1)             | 04-30-03             | REQUISITION FOR PURCHASING                                                                                                                                                                                                                                                                                                                                     |
| B-601-1-(2)             | 11-01-98             | SPLIT PURCHASING                                                                                                                                                                                                                                                                                                                                               |
| B-903-1                 | 10-01-85             | ODOT GUIDELINES FOR PUBLIC AUCTION OF AUTOMOTIVE EQUIPMENT                                                                                                                                                                                                                                                                                                     |
| B-904-1                 | 05-30-99             | PREPARATION AND MAINTENANCE OF INVENTORY RECORDS                                                                                                                                                                                                                                                                                                               |
| B-905-1                 | 05-06-83             | ODOT EQUIPMENT PREVENTIVE MAINTENANCE MANUAL                                                                                                                                                                                                                                                                                                                   |
| B-1003-1                | 03-01-84             | PUBLIC ACCESS TO MEETINGS AND RECORDS                                                                                                                                                                                                                                                                                                                          |
| B-1101-1                | 11-01-94             | REPORTING BURGLARIES, THEFTS AND VANDALISM AND SAFEGUARDING ODOT PROPERTY AND EQUIPMENT.                                                                                                                                                                                                                                                                       |
| B-1101-2                | 12-01-05             | ACCESS TO DEPARTMENT FACILITIES                                                                                                                                                                                                                                                                                                                                |
| B-1201-1                | 07-01-00             | USE OF INFORMATION SERVICES DIVISION RESOURCES                                                                                                                                                                                                                                                                                                                 |
| B-1202-1                | 07-01-00             | INTERNET ACCESS                                                                                                                                                                                                                                                                                                                                                |
| B-1203-1                | 07-01-00             | ELECTRONIC-MAIL SYSTEM                                                                                                                                                                                                                                                                                                                                         |

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-101-2**

SUBJECT **EMPLOYEE ETHICAL CONDUCT**

PAGE NO. **1 of 1**

DATED **09-21-86**

EFFECTIVE DATE  
**09-21-86**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Monty Murphy**

POLICY REPLACED

POLICY NO.  
**B-101-2**

PAGE NO.  
**All**

DATED  
**04-28-86**

## POLICY

**DURING WORKING AND NON-WORKING HOURS, ALL DEPARTMENT PERSONNEL WILL INSURE THAT THEIR ACTIONS, ACTIVITIES AND CONDUCT ARE IN ACCORDANCE WITH THE ETHICAL CONDUCT REQUIREMENTS OF ALL LAWS, RULES AND REGULATIONS AND POLICIES APPLICABLE TO THE DEPARTMENT WHICH GOVERN THE ETHICAL CONDUCT OF DEPARTMENT EMPLOYEES.**

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                              |                                  |
|------------------------------------------------------------------------------|----------------------------------|
| ADMINISTRATIVE ORDER <u>B-101-2-(1)</u>                                      | PAGE NO. <u>1 of 1</u>           |
| SUBJECT: <u>EMPLOYEE ETHICAL CONDUCT -</u><br><u>ACCEPTANCE OF OFFERINGS</u> | DATE ISSUED <u>01-04-94</u>      |
| REFERENCE POLICY DIRECTIVE NO. <u>B-101-2</u>                                | DATE EFFECTIVE <u>01-04-94</u>   |
| DATED <u>09-21-86</u>                                                        | REPLACED NO. <u>B-101-2-(1)</u>  |
|                                                                              | DATE <u>01-03-94</u>             |
|                                                                              | ISSUED BY <u>Deputy Director</u> |
|                                                                              | <u>s/s Paul Adams</u>            |

No Department employee shall solicit, agree to accept, or accept any bribe, gift, gratuity, favor, loan, entertainment, service, compensation, special privileges or exemptions, or anything of value given, offered, or promised because of their status as a Department employee:

- A) For the purpose of influencing their official act, decision, or judgment; or that may have the appearance of such; or
- B) From any private individual, partnership, corporation, joint venture, or other private entity which;
  - 1) Contracts, subcontracts, consults, or otherwise does business with the Department,
  - 2) Is a supplier of goods, materials, or labor to the Department or any private entity as listed in 1) above

This policy does not prevent employees from accepting invitations to meals, meetings, and seminars of nominal value, which are sponsored by associations, and are related to their employment with the Department.

## IMPLEMENTATION (SPECIFIC)

If any Department employee is the recipient of any such offering, the acceptance of which would place that employee in violation of this policy, that employee will immediately report in writing that offer to the Division Manager of the Operations Review and Evaluation Division, who shall investigate the report and submit his findings to the Director.

Violations of this Administrative Order may result in the imposition of discipline pursuant to ODOT Policy Directive No. B-312-1.

## IMPLEMENTATION (ADVISORY)

The employee's report to the Operations Review and Evaluation Division shall include the following information: name, title, and assignment of the employee; date of the occurrence; name of all persons involved; witnesses; all statements made by both the individual offering and the employee to whom the offer was made (both verbatim if possible); and any other pertinent data.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                        |                                 |
|------------------------------------------------------------------------|---------------------------------|
| ADMINISTRATIVE ORDER <u>B-101-2-(2)</u>                                | PAGE NO. <u>1 of 1</u>          |
| SUBJECT: <u>EMPLOYEE ETHICAL CONDUCT -</u><br><u>PERSONAL BUSINESS</u> | DATE ISSUED <u>07-01-90</u>     |
| REFERENCE POLICY DIRECTIVE NO. <u>B-101-2</u>                          | DATE EFFECTIVE <u>07-01-90</u>  |
| DATED <u>09-21-86</u>                                                  | REPLACED NO. <u>B-101-2-(2)</u> |
|                                                                        | DATE <u>09-21-86</u>            |
|                                                                        | ISSUED BY <u>Director</u>       |
|                                                                        | <u>s/s Jack Blaess</u>          |

## DEFINITION

Personal business for the purpose of this Administrative Order is defined as any non-job related activity which benefits an employee financially or which may unreasonably distract from the business of the Department.

## IMPLEMENTATION (SPECIFIC)

No personal business is to be conducted by any employees during working hours or at any other time in Department offices. State telephones, vehicles, calculators, computers, word processors, copiers, supplies, office space or any other equipment or facilities provided by the State for the business of the Department shall not be used for personal business by employees, relatives, friends or associates of employees; nor shall said property, equipment, or facilities be removed from the work area following working hours, except with specific written authorization from the division head.

Nothing in the Order is meant to prohibit employees from processing insurance claims for any of the State administered programs, any activities related to the State retirement system, or reasonable access to the Highway Credit Union.

Any employee who has non-job related data or information in storage on Department data processing or word processing equipment shall take the necessary steps to immediately remove such data and information from storage in order to be in compliance with this Administrative Order.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                           |                                                                               |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-101-2-(3)</u>                                   | PAGE NO. <u>1 of 1</u>                                                        |
| SUBJECT: <u>EMPLOYEE ETHICAL CONDUCT -</u><br><u>CONFLICT OF INTEREST</u> | DATE ISSUED <u>01-02-92</u>                                                   |
| REFERENCE POLICY DIRECTIVE NO. <u>B-101-2</u>                             | DATE EFFECTIVE <u>01-02-92</u>                                                |
| DATED <u>09-21-86</u>                                                     | REPLACED NO. <u>B-101-2-(3)</u>                                               |
|                                                                           | DATE <u>06-15-89</u>                                                          |
|                                                                           | ISSUED BY <u>Assistant Director- Human</u><br><u>Resources &amp; Training</u> |
|                                                                           | <u>s/s Jon Powell</u>                                                         |

All Department employees shall pursue the common good in performing their official duties, be impartial, and avoid conflict of interest.

Supervisors and managers are expected to carry out the duties of their position and execute personnel decisions in a fair and impartial manner. Non work-related interpersonal relationships of individual employees cannot be permitted to play a part in any decision relating to selection of individuals for employment, promotions, work assignments, and disciplinary actions.

No employee should take any part or exert any influence in any transaction where the employee's own interest may conflict with the best interest and business of the Department.

All managers, supervisors and employees are expected to comply with applicable Merit System Rules regarding Conduct of Classified Employees (Merit Rule 5430:10-11-91).



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                               |                                     |
|---------------------------------------------------------------|-------------------------------------|
| ADMINISTRATIVE ORDER <u>B-101-2-(4)</u>                       | PAGE NO. <u>1 of 1</u>              |
| SUBJECT: <u>EMPLOYEE ETHICAL CONDUCT -</u><br><u>NEPOTISM</u> | DATE ISSUED _____                   |
| REFERENCE POLICY DIRECTIVE NO. <u>B-101-2</u>                 | DATE EFFECTIVE <u>06-15-89</u>      |
| DATED <u>09-21-86</u>                                         | REPLACED NO. _____                  |
|                                                               | DATE _____                          |
|                                                               | ISSUED BY <u>Asst. Dir. - Human</u> |
|                                                               | <u>Resources &amp; Training</u>     |
|                                                               | <u>s/s Jon Powell</u>               |

Oklahoma Statutes (Title 21, Section 481 et. seq.) and Attorney General Opinions provide prohibitions regarding the employment of relatives. No relatives of employees hired within the Department shall receive favorable treatment in any employment of personnel decisions because of such relationship. Personnel and employment decisions and actions will be based strictly on an individual's performance, education, and/or experience and other employment related factors.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-101-4**

SUBJECT **MAILROOM AND FACILITIES**

PAGE NO. **1 of 2**

DATED **09-06-89**

EFFECTIVE DATE  
**09-06-89**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**New Policy**

POLICY NO.

PAGE NO.

DATED

## **POLICY**

**EXCEPT AS NOTED IN THIS POLICY DIRECTIVE, THE USE OF THE DEPARTMENT'S CENTRAL OFFICE MAIL SERVICE AND FACILITIES IS RESTRICTED TO THE CONDUCT OF OFFICIAL DEPARTMENT BUSINESS.**

## **ASSIGNMENT OF RESPONSIBILITY**

The office Services Division will provide mail service to all Department facilities statewide.

The division will provide collection and delivery of mail services to the Central Office facilities, the Capitol Complex, and other locations, as scheduled.

Collection and delivery service will include a central location in each division and branch, but will not extend to each individual office.

## **IMPLEMENTATION (SPECIFIC)**

The mailroom is not a U.S. Post Office branch. Only authorized personnel will be allowed in the mail processing area of the mailroom.

Any obviously personal mail will not be delivered. However, mailroom personnel will notify the individual to whom the mail is addressed that they will hold the mail for thirty (30) days, and that it can be picked up at the mailroom during that period of time.

Outgoing personal mail will be accepted as a courtesy service, as long as the service does not interfere with official business. Any outgoing personal mail larger than envelope-size should be taken to the mailroom. The postage meter machine will be operated only by authorized personnel. Metered postage is for official state mail only, and private use is illegal. All metered mail must bear the return address of the Department.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-101-4**

SUBJECT **MAILROOM AND FACILITIES**

PAGE NO. **2 of 2**

DATED **09-06-89**

EFFECTIVE DATE  
**09-06-89**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**New Policy**

POLICY NO.

PAGE NO.

DATED

## SENDER'S RESPONSIBILITY

- A. Parcels and letters for pickup by the United States Postal Service should be received in the mailroom not later than 11:30 a.m. for the morning pickup, and not later than 3:30 p.m. for the last post office pickup of the day.
- B. All inter-office correspondence should have a routing slip attached and be properly marked. Correspondence, other than large packages being sent to Field Divisions and to Transportation Commission Members, need only have a routing slip attached.
- C. All packages received by the mailroom will be sent at the least expensive cost - either fourth class or United Parcel Service - unless first class postage is indicated by the sender.
- D. Sender of outgoing mail should specify the division to which the return address applies.
- E. Registered, certified, insured, and C.O.D. mail must be received in the mailroom not later than 3:00 p.m., in order to be processed and delivered to the post office that same day.
- F. Return Receipt cards and C.O.D. tags shall be filled out by the sender. A receipt for this mail will be received from the post office when the addressee signs for the mail. Money orders for C.O.D.'s are processed in the same manner. The records of such transactions are kept on file in the mailroom.

## IMPLEMENTATION (ADVISORY)

Mail service users should be familiar with the mailroom Advisory Memorandum.

First class mail is more costly than either fourth class postage rates or United Parcel Service. Fourth class mail and UPS take approximately one day more for delivery time.

## **MAILROOM**

### **ADVISORY MEMORANDUM**

#### **A. Services**

1. The schedule of daily pickup and delivery will depend upon the number of employees on duty, but will normally be five (5) rounds daily at 7:30 a.m., 11:00 a.m., 1:00 p.m. and 3:00 p.m.
2. All mail will be sorted after each round. Inter-Office correspondence will be placed in the proper bins for distribution. All outgoing mail will be processed and prepared in accordance with current policies and rules and regulations of the United States Postal Service.
3. The Mailroom will determine and stamp the class of mail, weigh and affix the proper amount of postage. Mail will be sorted and placed in trays or bags for Post Office pickup.
4. Mailroom employees are authorized to sign receipts required for all official business mail received.
5. Registered, Certified or Insured mail will be delivered to the Department or addressee.

#### **B. Sender's Responsibilities**

1. All outgoing parcels of bulk mail should be wrapped and labeled by the sender before being received in the Mailroom. Proper labeling will include complete address and zip code. All outgoing packages will be secured with tape only. String or cord secured packages will not be accepted by the United States Post Office or United Parcel Service. Boxes should NOT be wrapped in paper, but should be taped in two directions. The same method of securing shall be used for paper wrapped packages and large envelopes weighing more than 1/2 pound. Fragile items should be packed in styrofoam or a similar material for acceptance by the United States Post Office. Wrapping and taping materials are available in the Stockroom for official mail only.
2. All Inter-Office correspondence should have a routing slip attached and properly marked as to which Department it is going and where it is from. Inter-Agency correspondence should be placed in Inter-Agency envelopes and properly marked.

#### **C. Capitol Complex Mail Service**

Outside mail service to Capitol Complex Buildings, other than Oklahoma City State Offices, and FHWA is 1:00 p.m., and to the Post Office at 3:30 p.m. Other official trips may be arranged for outside deliveries by calling the Mailroom. The above mail needs only a properly executed route slip for delivery.

#### **D. Registered Mail/Certified Mail**

1. Registered Mail is First Class mail with articles of value. This mail has security and insurance protection and its movement is controlled throughout the Postal System. Items included would be official documents, deeds and contracts.
2. Certified mail provides proof of mailing and delivery to addressee's Post Office of First Class Mail. For greater security Registered Mail should be used.
3. Forms for Registered and Certified Mail are available in the mailroom.

**E. Miscellaneous**

If for some reason you should receive mail that belongs to another department please notify the mailroom at 1-2582 as soon as possible.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-103-1

SUBJECT **PROJECT MANAGEMENT**

PAGE NO. **1 of 6**

DATED **06-15-00**

EFFECTIVE DATE  
**06-15-00**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**New Policy**

POLICY NO.

PAGE NO.

DATED

## POLICY

THE OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) USES THE PROJECT MANAGEMENT PROCESS TO ESTABLISH AND MANAGE ODOT PROJECTS (OTHER THAN CONSTRUCTION PROJECTS).

## DEFINITION

The Project Management Process is the process and documentation used to identify, establish, manage and track the progress of a project. A project is a time-bound endeavor undertaken to create or amend a process or to produce a given result.

## IMPLEMENTATION

The Project Management Process can be used for every ODOT project (other than construction projects) *involving multiple Divisions*. Individual Divisions are encouraged to adjust the reporting structure and use this process for intra-division projects. The purpose of implementing this policy is to ensure those project activities are performed in a timely and proficient manner and the specified results are achieved on time and on budget. This policy defines the process for establishing and managing projects.

## PROJECT ROLES AND RESPONSIBILITIES

### AUTHORITY

Only the Director, Deputy Director, Chief Engineer, the Focus Team, or the ODOT Senior Staff (collectively) can authorize a project.

### Responsibility

- Authorize the use of funds, personnel and other resources for projects
- Appoint the Executive Sponsor
- Evaluate the results of the project

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-103-1**

SUBJECT **PROJECT MANAGEMENT**

PAGE NO. **2 of 6**

DATED **06-15-00**

EFFECTIVE DATE  
**06-15-00**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**New Policy**

POLICY NO.

PAGE NO.

DATED

## EXECUTIVE SPONSOR

Must be a member of the Senior Staff or Focus Team and a champion of the project.

### Responsibility

- Responsible for the success of the project
- Define specific stakeholders, notify them of the project and invite their participation in the project
- Appoint the project manager
- Approve the Charter, Team Assignments and Detail Work Plan prior to sumittal to Deputy Director
- Approve any changes to the Charter or Work Plan and deliver them to the Deputy Director
- Resolve any conflicts between the team and others
- Review Project Progress Reports
- Notify the Deputy Director when the project is completed or terminated
- Deliver the final project reports, including Deliverables, Project Measurement Results and Project Assessment to the Deputy Director
- Evaluate the results of the project and provide a copy of evaluation to the team and the Deputy Director

## PROJECT MANAGER

### Responsibility

- Participate in defining the Stakeholders
- Interview the participating Stakeholders
- Participate with the Functional Area Managers in selecting team members
- Create the Charter and Detail Work Plan with participation of Team Members
- Negotiate and gain approval of the Project Charter, Team List and Detail Work Plan with Executive Sponsor and Team
- Deliver the Charter, Team List and Detail Work Plan to the Deputy Director
- Keep the agreed-upon project plan valid by amending the plan as necessary, with concurrence of the Team and Executive Sponsor and deliver any changes to the Deputy Director
- Manage the project team through the project life cycle
- Communicate with Stakeholders
- Prepare Progress Reports for Executive Sponsor and Deputy Director
- Resolve issues within the project team
- Prepare Project Completion Report and deliver to the Executive Sponsor with an assessment of the project's success
- Prepare an evaluation of the Project Team and Project Deliverables at the conclusion of the project

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-103-1**

SUBJECT **PROJECT MANAGEMENT**

PAGE NO. **3 of 6**

DATED **06-15-00**

EFFECTIVE DATE  
**06-15-00**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**New Policy**

POLICY NO.

PAGE NO.

DATED

## TEAM MEMBERS

### Responsibilities

- Participate in developing and amending the Project Charter and Detail Work Plan
- Represent their functional area's interests
- Provide functional area expertise
- Perform agreed-upon project tasks
- Attend scheduled project meetings
- Evaluate the results of the project

## FUNCTIONAL AREA MANAGERS

### Responsibilities

- Provide personnel with appropriate skills and availability to projects
- Provide resources to projects as agreed

## DEPUTY DIRECTOR

### Responsibility

- Assign project numbers to projects
- Maintain an up-to-date file of Project Charters, Team Lists, Detail Work Plans and Progress Reports
- Receive Project Progress Reports from Project Managers
- Prepare and deliver a monthly Progress Report of all Department projects to the Director
- Maintain a history file of completed or terminated projects
- Amend the Project Management Process and Policy as needed
- Prepare and distribute the reporting deadlines

## DIRECTOR

### Responsibility

- Review the Monthly Progress Reports with the Executive Sponsors as necessary

## PARTICIPATING STAKEHOLDERS

Anyone who may have a vested interest in the scope, performance and outcome of the project and desires to participate.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-103-1

SUBJECT **PROJECT MANAGEMENT**

PAGE NO. **4 of 6**

DATED **06-15-00**

EFFECTIVE DATE  
**06-15-00**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**New Policy**

POLICY NO.

PAGE NO.

DATED

## Responsibilities

- Participate in project process to define goal, objectives, scope and deliverables
- Review progress information and provide timely feedback to the Project Manager

## PROJECT CHARTER

The Project Charter defines the project in enough detail so all participants and stakeholders can fully understand the goals and objectives of the project. At a minimum, the Project Charter will contain the following items:

**Goal** - A statement that defines the work specifically with an event or endpoint signifying completion.

**Objectives** - Breaks down the goal statement into hierarchal major work elements that need to be done in order to accomplish the goal (no more than nine). At least one must be financial benefits to be achieved and costs incurred.

**Scope** - Defines the limits of what is included in the project.

**Deliverables** - List of specific outputs or events the project team is expected to deliver that will signify completion of the project. At least one must be a cost benefits analysis of the project results.

**Assumptions and Constraints** - This includes assumptions regarding the project, previous decisions made, parameters, known time requirements, known budget requirements and quality criteria.

**Risks** - Known risks that may impede or stop the progress of the project, including but not limited to new technology, untried processes, inexperienced team members, or unfamiliar project goal.

**Time Frame** - *Estimate* of how long the project will take, with Target Completion Date.

**Project Budget** - *Estimate* of resources required, such as personnel, computer hardware and software, training and/or outside services.

**Project Measurement** - Define how project success will be measured. At least one measurement must be financial benefits achieved and costs incurred.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-103-1

SUBJECT **PROJECT MANAGEMENT**

PAGE NO. **5 of 6**

DATED **06-15-00**

EFFECTIVE DATE  
**06-15-00**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**New Policy**

POLICY NO.

PAGE NO.

DATED

## Team Members and Participating Stakeholders

- List of team members, job titles and the functional areas they represent
- Participating Stakeholders and the role they will play in this project

## DETAIL PROJECT WORK PLAN

The Detail Project Work Plan is defined in *The Essentials of Project Management*, the manual used for Project Management training techniques for ODOT staff. The following items are the minimum parts of a Detail Project Work Plan that must be defined, agreed upon and signed by the Executive Sponsor, Project Manager and Project Team Members:

### Work Breakdown Structure

- Hierarchical breakdown of the goal into project objectives and each objective into smaller tasks and sub-tasks, until they are defined in enough detail to be manageable

### Resource Matrix

- Who is responsible for each task

### Task Estimates

- Work estimate - Staff hours necessary to complete tasks
- Duration estimate - Calendar time necessary to complete tasks

### Project Schedule

- PERT Chart - shows the sequence of tasks with their relationships and the resources required to accomplish each of them

### Resource Loading Chart

- How many people and specific skill sets are needed to accomplish specific tasks and when they are needed

## PROJECT PROGRESS REPORTING

The Project Manager delivers the Project Charter, Team Member List, Budgets and Project Completion target date to the Deputy Director. The Project Managers report the project progress and any changes to previously reported data to the Deputy Director and Executive Sponsor on a monthly basis per Reporting Dates file. The Executive Sponsor notifies the Deputy Director when a project is completed or terminated, delivers the Deliverables, Project Measurement Report and an assessment of the project. The Deputy Director prepares and delivers Monthly Project Progress Reports to the Director.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-103-1**

SUBJECT      **PROJECT MANAGEMENT**

PAGE NO. **6 of 6**

DATED      **06-15-00**

EFFECTIVE DATE  
**06-15-00**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**New Policy**

POLICY NO.

PAGE NO.

DATED

**All documents for project reporting are in P:\Project Management Read Only Folder**

*Some are being developed (\*)and will be available later.*

**Contents**

**Document Name**

List of Active Projects  
List of Completed Projects  
List of Reporting Deadlines  
Project Manager's Reporting Form  
Sample Project Charter  
Sample PERT Chart  
Sample Resource Matrix  
Sample Work Breakdown Structure  
Sample Resource Loading Chart

Project Progress Reports Working Copy  
Completed Projects  
Reporting Dates  
Project Progress Reporting Form  
Project Charter Template  
Project Sample PERT Chart \*  
Project Sample Resource Matrix \*  
Project Work Breakdown Structure \*  
Sample Resource Loading Chart \*

**Software that is available from ISD, on request, to use to manage projects.**

- Artemis 9000 with PC extensions and/or
- Microsoft Project 98

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-104-1**

SUBJECT **USE OF THE OKLAHOMA DEPARTMENT OF  
TRANSPORTATION FACILITIES**

PAGE NO. 1 of 2  
DATED 5-1-96

EFFECTIVE DATE  
5-1-96

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-104-1 AND B-104-2**

PAGE NO.  
**All**

DATED  
**7-1-90 & 8-20-92**

## POLICY

OKLAHOMA DEPARTMENT OF TRANSPORTATION FACILITIES, OWNED, LEASED OR RENTED BY THE DEPARTMENT, INCLUDING, BUT NOT LIMITED TO, BUILDINGS, OFFICES, CONFERENCE ROOMS, AND AREAS WHERE EQUIPMENT IS USED, STORED, OR HOUSED, WILL BE USED FOR OFFICIAL STATE BUSINESS ONLY. USE OF OKLAHOMA DEPARTMENT OF TRANSPORTATION FACILITIES BY ORGANIZATIONS SUCH AS DEPARTMENTS, AGENCIES, BOARDS, OR INSTITUTIONS OF THE STATE AND POLITICAL SUBDIVISIONS OF THE STATE MAY BE GRANTED BY SPECIFIC AUTHORIZATION OF A FIELD DIVISION ENGINEER OR THE DIRECTOR OF THE OKLAHOMA DEPARTMENT OF TRANSPORTATION. MEETINGS WITH DEPARTMENT EMPLOYEES BY STATEWIDE ORGANIZATIONS THAT REPRESENT EMPLOYEES, EVIDENCED BY PAYROLL DEDUCTIONS OF DUES BY AT LEAST 1000 STATE EMPLOYEES, MAY BE GRANTED BY

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-104-1**

SUBJECT **USE OF THE OKLAHOMA DEPARTMENT OF  
TRANSPORTATION FACILITIES**

PAGE NO. **2 of 2**  
DATED **5-1-96**

EFFECTIVE DATE  
**5-1-96**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-104-1 AND B-104-2**

PAGE NO.  
**All**

DATED  
**7-1-90 & 8-20-92**

**ARRANGEMENTS THROUGH THE  
APPROPRIATE DIVISION ENGINEER OR THE  
DIRECTOR'S OFFICE. NO EXCEPTIONS TO  
THE USE OF OKLAHOMA DEPARTMENT OF  
TRANSPORTATION FACILITIES, OR  
SOLICITATION OF DEPARTMENT  
EMPLOYEES, OTHER THAN THOSE OUTLINED  
ABOVE, WILL BE MADE.**

| <b>OKLAHOMA DEPARTMENT OF TRANSPORTATION</b> |                              |                                                 |                          |
|----------------------------------------------|------------------------------|-------------------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                      |                              | <b>NO. B-105-1</b>                              |                          |
| SUBJECT <b>RECORDS MANAGEMENT PROGRAM</b>    |                              | PAGE NO. <b>1 of 6</b><br>DATED <b>06-02-03</b> |                          |
| EFFECTIVE DATE<br><b>06-02-03</b>            | ISSUED BY<br><b>DIRECTOR</b> | APPROVED                                        |                          |
| POLICY REPLACED<br><b>Yes</b>                | POLICY NO.<br><b>B-105-1</b> | PAGE NO.<br><b>All</b>                          | DATED<br><b>09-01-91</b> |

## POLICY

**THE DEPARTMENT WILL ESTABLISH AND ADMINISTER A RECORDS MANAGEMENT PROGRAM FOR THE MAINTENANCE, PRESERVATION AND DISPOSAL OF ALL DEPARTMENT RECORDS. THE AGENCY WILL COMPLY WITH CURRENT LEGISLATIVE STATUTES CONCERNING STATE RECORDS AND THE RULES AND REGULATION PROMULGATED BY THE STATE ARCHIVES AND RECORDS COMMISSION.**

### Program Responsibility

The supervisor of the Department's Records Management Office is assigned the responsibility as the Department's Records Management Coordinator. The Department's Records Management Coordinator will assist the divisions within the Department to establish and maintain a continuing records management program.

Each division head bears final responsibility for that division's compliance with state statutes regarding state records and the rules and regulations mandated by the Archives and Records Commission.

Each division head will designate a Records Coordinator for their division who will be responsible to the division head and Records Management Coordinator for that unit's compliance with this policy and the agency's Records Management Program. The division head will inform the Records Management Coordinator of the individual so designated in writing.

The ODOT Records Coordinator shall coordinate with upper management to ensure their division's Record Management Program and their records disposition schedules are reviewed and upgraded annually.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                           |                              |                                                 |                          |
|-------------------------------------------|------------------------------|-------------------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                   |                              | <b>NO. B-105-1</b>                              |                          |
| SUBJECT <b>RECORDS MANAGEMENT PROGRAM</b> |                              | PAGE NO. <b>2 of 6</b><br>DATED <b>06-02-03</b> |                          |
| EFFECTIVE DATE<br><b>06-02-03</b>         | ISSUED BY<br><b>DIRECTOR</b> | APPROVED                                        |                          |
| POLICY REPLACED<br><b>Yes</b>             | POLICY NO.<br><b>B-105-1</b> | PAGE NO.<br><b>All</b>                          | DATED<br><b>09-01-91</b> |

## Definitions

**Record** - Any document, book, photograph, microfilm, compact disc (CD), computer tape, disc, sound recording, film recording, video record, or other characteristic made or received pursuant to law ordinance, or in connection with the transactions of official business, the expenditures of public funds, or the administration of public property.

**Record Series** - Documents, volumes, folders, reels, or other units of the same record title that are arranged under a single filing system, or are kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular format.

**Machine-Readable Record** - Records for which the information content is in code and has been recorded on a medium such as magnetic tape, drums, disc, punched paper tape or CD, and which are accompanied by finding aids known as software documentation. The coded material is retrievable only with the aid of a computer.

**Record Inventory Report (RMV Form 1) or (RMD Form 1MRR-P)** - A descriptive listing, by series, of the records of an agency or administrative unit, including information about records titles, purposes, uses, contents, types and formats, frequency of reference, volumes, dates, arrangements, and locations. These forms are used, both by the agency and the Records Management Division of the Department of Libraries, to develop retention schedules for all state records. Machine-readable records will also be inventoried by using RMD Form 1MRR-P. These forms are available in the Records Management Office.

## Records Disposition Schedules

**General Records Disposition Schedule** - A listing of record retention requirements for records that are common to more than one state agency. These General Records Disposition Schedules contain retention requirements for many administrative, fiscal, and personnel records.

**Consolidated Records Disposition Schedules** - Contain record retention requirements for records that are unique to only one agency. These retention schedules are developed from the records Inventory Reports (RMD Form 1) completed by each of the divisions coordinators. Before a Records Disposition Schedule becomes effective, it must be approved by the Archives and Records Commission.

## IMPLEMENTATION (SPECIFIC)

Each division Records Coordinator will complete a Records Inventory Report (RMD Form 1) or a Machine-Readable Records Inventory Report (RMD Form 1 MRR-PI & PII) for all records series not currently covered by an approved retention schedule, for their division, and transmit these inventories to the Records Management Coordinator in the Records Management Office.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                           |                              |                                                 |                          |
|-------------------------------------------|------------------------------|-------------------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                   |                              | <b>NO. B-105-1</b>                              |                          |
| SUBJECT <b>RECORDS MANAGEMENT PROGRAM</b> |                              | PAGE NO. <b>3 of 6</b><br>DATED <b>06-02-03</b> |                          |
| EFFECTIVE DATE<br><b>06-02-03</b>         | ISSUED BY<br><b>DIRECTOR</b> | APPROVED                                        |                          |
| POLICY REPLACED<br><b>Yes</b>             | POLICY NO.<br><b>B-105-1</b> | PAGE NO.<br><b>All</b>                          | DATED<br><b>09-01-91</b> |

These inventories, along with the division's recommended retention requirements, will be presented to the Archives and Records Commission at the next quarterly meeting for approval.

When so approved, division Records Coordinators will receive an approved Consolidated Records Disposition Schedule for their division.

The disposition schedules stipulate the retention requirements for all agency records. Any disposition of agency records may not be made contrary to the approved record retention schedules. Division Records Coordinators may request amendments to their present retention schedules, in writing, to the Records Management Coordinator in the Records Management Office. The requested amendments will be presented to the Archives and Records Commission at the next quarterly meeting for approval to the Consolidated Records Disposition schedules.

## Records Maintenance and Storage

**Microfilming or Compact Disc (CD) Preparation** - Divisions with records needing to be retained permanently, or for an extended period of time (ten years or longer), may request microfilming or CD preparation of their records in writing to the Records Management Office.

A copy of the microfilmed or CD prepared records will be kept in the Records Management Office for convenience of information retrieval. The original roll of microfilm or CD will be transferred to the State Records Center to provide security for the records at an off-site location.

**State Records Center Storage** - Divisions with records requiring long term storage, but not permanent storage, may transfer records to the State Records Center. Records transferred to the State Records Center must be placed in acid free boxes that help protect records from elements that cause deterioration. Acid free boxes can be obtained from the State Records Center.

The State Records Center will charge a fee of .25 ¢ per cubic foot for storage of records. The agency will be billed on a monthly basis unless the amount per month is less than \$50.00. If the total bill is less than \$50.00, the Oklahoma Department of Libraries will only bill the agency when the amount reaches \$50.00, or at the end of the fiscal year, whichever comes first.

Records transferred to the State Records Center must have an approved disposition schedule. Agency records may be checked out from the State Records Center as they are needed.

A Records Transfer Authorization (RMD form 2) must be completed for records being transferred to the State Records Center. A label must be completed for each box transferred.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-105-1**

SUBJECT **RECORDS MANAGEMENT PROGRAM**

PAGE NO. **4 of 6**

DATED **06-02-03**

EFFECTIVE DATE  
**06-02-03**

ISSUED BY  
**DIRECTOR**

APPROVED

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-105-1**

PAGE NO.  
**All**

DATED  
**09-01-91**

**State Archives Preservation Unit** - Divisions with essential records requiring permanent storage may transfer those records to the State Archives Preservation Unit at the Oklahoma Department of Libraries. An RMD Form 2 must be completed for this type of transfer also.

Records and archives transferred to the State Archives Preservation Unit shall never be returned to their former custody, except by order of the Archives and Records Commission and written consent of the Director of the Oklahoma Department of Libraries, acting in his capacity as State Archivist.

**Agency Storage** - All agency records requiring short term, temporary storage prior to microfilming or CD preparation, transferring to the State Archives, the State Records Center, or awaiting the expiration of their authorized retention period, must be properly labeled and kept in a safe and secure location.

## Records Destruction/Disposal

Agency records shall not be destroyed or otherwise disposed of unless it has been determined by the Archives and Records Commission that the record has no further administrative, legal, fiscal, research or historical value. Willful destruction of state records before the end of their authorized retention period may constitute a felony. No records that are subject to audit shall be disposed of until all audits have been completed.

Request for the legal destruction and disposal of agency records will be made through the Records Management Coordinator in the Records Management Office.

Any and all records pertaining to matters under investigation or litigation will be preserved until the matter is finally disposed of, and no further investigation, action, litigation, and/or appeal is anticipated or possible.

A "Notice of Intent to Destroy Records" (ARC Form 4) must be completed by the division's Records Coordinator thirty (30) days prior to any destruction or disposal of agency records. This Form 4 must be signed by the Records Management Coordinator as the Authorized Agency Official. The Records Management Coordinator will forward the request to the State Archivist for approval.

Records may be legally disposed of after all audits have been completed and approval received from the State Archivist.

Agency records with an approved retention schedule that states, "Retain in office until no longer needed for administrative purposes, then destroy," do not require any further approval before destruction or disposal.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                           |                              |                                                 |                          |
|-------------------------------------------|------------------------------|-------------------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                   |                              | <b>NO. B-105-1</b>                              |                          |
| SUBJECT <b>RECORDS MANAGEMENT PROGRAM</b> |                              | PAGE NO. <b>5 of 6</b><br>DATED <b>06-02-03</b> |                          |
| EFFECTIVE DATE<br><b>06-02-03</b>         | ISSUED BY<br><b>DIRECTOR</b> | APPROVED                                        |                          |
| POLICY REPLACED<br><b>Yes</b>             | POLICY NO.<br><b>B-105-1</b> | PAGE NO.<br><b>All</b>                          | DATED<br><b>09-01-91</b> |

## Damaged Records

Divisions with records that have been subject to extensive physical damage, or destruction from natural or human-caused disasters, prior to the expiration of established retention periods, must, within twenty-four (24) hours of discovery, notify the Records Management Coordinator, who will inform the State Archivist to initiate emergency procedures.

The Archives and Records Commission shall authorize emergency destruction, or shall require that the information be recreated, or the physical records salvaged, if said records contain information essential to the operations of the state government, or to the protection of the legal, financial, or other rights of interest of the citizens or the state.

## IMPLEMENTATION (ADVISORY)

Microfilming or CD preparation of agency records is an expensive process and should only be used for essential agency records requiring long term storage.

**Preparing Agency Records for Microfilming or CD Preparation** - Each division must use the following guidelines to prepare records prior to transferring them to the Records Management Office for microfilming or CD preparation:

A written request for microfilming or CD preparation of records must be made to the Records Management Office. The request must contain the authorized disposition schedule number for the records, and an index of the records to be filmed, the date span of the records, and the number of boxes containing the records.

Remove all staples and paper clips from records before transferring them to the Records Management Office for microfilming or CD preparation.

Original documents must be used for filming if possible.

All copies of original documents must be clear of background clutter, be legible, and of good reproducible quality.

All legal and/or signed documents should be completed with black ink. Documents completed in pencil, light blue, green or red ink or pencil will not microfilm or transfer to CD clearly.

Records must not be torn or mutilated.

Dark colors of paper such as red or brown will not microfilm or transfer to CD clearly.

## Records Management Manual

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-105-1**

SUBJECT **RECORDS MANAGEMENT PROGRAM**

PAGE NO. **6 of 6**

DATED **06-02-03**

EFFECTIVE DATE  
**06-02-03**

ISSUED BY  
**DIRECTOR**

APPROVED

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-105-1**

PAGE NO.  
**All**

DATED  
**09-01-91**

The statutes, rules and regulations that authorize procedures for state agencies Records Management Programs can be found in the State Records Management Manual distributed by the Records Management Division of the Oklahoma Department of Libraries.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                                                |                                                               |
|------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-105-1-(1)</u>                                                        | PAGE NO. <u>1 of 1</u>                                        |
| SUBJECT: <u>MICROFILMING OR COMPACT DISC</u><br><u>PREPARATION OF ODOT'S</u><br><u>RECORDS</u> | DATE ISSUED <u>06-02-03</u>                                   |
| REFERENCE POLICY DIRECTIVE NO. <u>B-105-1</u>                                                  | DATE EFFECTIVE <u>06-02-03</u>                                |
| DATED <u>06-02-03</u>                                                                          | REPLACED NO. <u>B-105-1-(1)</u>                               |
|                                                                                                | DATE <u>08-31-89</u>                                          |
|                                                                                                | ISSUED BY <u>Assistant Director-</u><br><u>Administration</u> |

The Department will establish and maintain a uniform quality control system for all ODOT records that are to be microfilmed or transferred to compact disc (CD).

## ASSIGNMENT OF RESPONSIBILITY

The supervisor, and/or Records Coordinators, of each organizational unit is responsible for maintaining a Quality Control System for all ODOT records that are to be microfilmed or transferred to CD.

## IMPLEMENTATION (SPECIFIC)

Essential record series that are to be retained permanently, or for an extended period of time (ten years or longer), should be microfilmed or transferred to CD in order to maintain file integrity and security. A microfilmed or CD copy of ODOT's records will be stored at the Archives, and one user copy will remain in the Records Management Office. Divisions with records to be microfilmed or transferred to CD must have a **Records Disposition Schedule** that states records are to be microfilmed or transferred to CD. Divisions ready to have records microfilmed or transferred to CD must make a request in writing, along with an index of the records to the Records Management Office.

## IMPLEMENTATION (ADVISORY)

The Records Coordinators of each division or unit must use the following guidelines for quality control of their records prior to microfilming:

- Remove all staples and paper clips from records before transferring them to the Records Management Office for microfilming or CD preparation.
- Original documents must be used for microfilming as much as possible.
- Any copies of original records must be clear of background clutter, be legible, and be of good reproducible quality.
- All documents, especially legal and signed documents, should be completed with black ink. Documents completed in pencil, light blue, green, or red ink or pencil will not microfilm or transfer to CD clearly.
- Documents must not be torn or mutilated.
- Dark colors of paper, such as red, brown, or golden rod will not microfilm or transfer to CD clearly.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                           |                                     |
|---------------------------------------------------------------------------|-------------------------------------|
| ADMINISTRATIVE ORDER <u>B-105-1-(2)</u>                                   | PAGE NO. <u>1 of 1</u>              |
| SUBJECT: <u>RECORDS MANAGEMENT PROGRAM-</u><br><u>MAINTENANCE/STORAGE</u> | DATE ISSUED <u>06-02-03</u>         |
| REFERENCE POLICY DIRECTIVE NO. <u>B-105-1</u>                             | DATE EFFECTIVE <u>06-02-03</u>      |
| DATED <u>06-02-03</u>                                                     | REPLACED NO. <u>B-105-1-(2)</u>     |
|                                                                           | DATE <u>05-01-90</u>                |
|                                                                           | ISSUED BY <u>AD- Administration</u> |

The Archives and Records Commission is granted sole, entire and exclusive authority for the disposition of all public records of state agencies. No record shall be destroyed or otherwise disposed of unless it has been determined by the Archives and Records Commission that the record has no further administrative, legal, fiscal, research or historical value. Willful destruction of public records before the end of the records authorized retention period may constitute a felony. All requests for records destruction must be made through the agency's Records Management Coordinator in the Records Management Office.

Agency records requiring storage prior to microfilming, or the expiration of their authorized retention period, must be labeled and kept in a safe and secure location.

Agency records requiring permanent preservation may be transferred to the Oklahoma State Library, Preservation Unit; however, records and archives transferred to the Preservation Unit shall never be returned to their former custody except by order of the Archives and Records Commission, and written consent of the State Librarian.

## **DAMAGED RECORDS**

State agencies with records that have been subject to extensive physical damage, or destruction from natural or man-caused disasters, prior to the expiration of established retention periods, must, within 24 hours of discovery, inform and initiate a written request to the Archives and Records Commission through the agency's Records Management Coordinator, to authorize emergency disposition of said records. The Commission shall authorize destruction, or shall require that information from all, or part of the damaged records be recreated, or the physical records salvaged, if said records contain information essential to the operations of state government, or to the protection of the legal, financial, or other rights of interests of the citizens of the state.

## **RECORDS MANAGEMENT MANUAL**

The state statutes, rules, and regulations governing state agencies Records Management Programs can be found in the Records Management Manual distributed to all Records Coordinators.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-201-1**

SUBJECT **FINANCIAL ACCOUNTING - ASSIGNMENT OF RESPONSIBILITY**

PAGE NO. **1 of 1**  
DATED **12-19-83**

EFFECTIVE DATE  
**12-21-83**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

## **POLICY**

**THE COMPTROLLER IS RESPONSIBLE FOR THE ESTABLISHMENT OF ACCOUNTING POLICIES, THEIR RELATED PROCEDURES, AND FINANCIAL REPORTING. BRANCH, SECTION AND DIVISION ACCOUNTING OFFICES ARE RESPONSIBLE FOR THE OPERATION AND MAINTENANCE OF THE DEPARTMENT'S FINANCIAL MANAGEMENT SYSTEM AND ARE ACCOUNTABLE TO THE COMPTROLLER.**

## **IMPLEMENTATION (SPECIFIC)**

The Comptroller will prepare and amend, as necessary, an accounting manual to be used to classify, record and summarize the fiscal affairs of the Department.

The Division will be composed of three operating branches and all of the necessary sections and division offices.

1. The Finance Branch is responsible for the financing of all contracts (Federal and State), accounts receivable and fixed assets.
2. The Accounting Branch is responsible for Accounts Payable (claims and encumbrances), payroll, bookkeeping, maintaining the Division's Records Retention Schedule, and the processing of employees' group health and life insurance claims.
3. The Budget & Reporting Branch is responsible for budget preparation, financial reporting and division internal auditing.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-201-3**

SUBJECT **AUDIT RESPONSIBILITIES - COGNIZANCE - NOTIFICATION**

PAGE NO. **1 of 2**

DATED **05-01-98**

EFFECTIVE DATE  
**05-01-98**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-201-3**

PAGE NO.  
**All**

DATED  
**03-28-86**

## **POLICY**

**MANAGERS WHO ADMINISTER FEDERAL AID ASSISTANCE OR ADMINISTER OUTSOURCING OR PRIVATIZING OF ODOT FUNCTIONS SHALL ENSURE THAT ANY SPECIFIC AUDIT REQUIREMENTS HAVE BEEN PROVIDED FOR AND THAT THE DESIGNATED AND/OR INTERNAL/EXTERNAL AUDITORS RECEIVE AMPLE NOTIFICATION. SHALL MONITOR TO ENSURE EFFECTIVE UTILIZATION OF FUNDS.**

## **DEFINITIONS**

A "specific audit" is a complete independent audit specifically of a single grant, project, agreement, or program, which may be opted originally or otherwise requested by a monitor, administrator, or grantor. (Specific audits therefore are exclusive of the much larger routine audits of agency finances, operations, or units which are done by audit plan/risk assessment, and on a sampling basis).

For this policy, "Federal Aid Assistance" is defined as including grants, pass-through funds, and cooperative agreements, (usually FY-specific): generally, any such program or project, for this policy, outside the Department's construction contract award process.

"Outsourcing" is defined as contracting out parts of an ODOT function or process, not including the Department's construction contract award process. However, contracts such as those for supplementing pre-construction and construction functions are considered "outsourcing."

"Privatizing" is defined as contracting out an entire ODOT function or process.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-201-3**

SUBJECT **AUDIT RESPONSIBILITIES - COGNIZANCE - NOTIFICATION**

PAGE NO. **2 of 2**

DATED **05-01-98**

EFFECTIVE DATE  
**05-01-98**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-201-3**

PAGE NO.  
**All**

DATED  
**03-28-86**

## IMPLEMENTATION (SPECIFIC)

Department personnel who administer or monitor such Federal Aid Assistance, outsourcing or privatizing shall determine whether such programs or contracts require a specific audit; shall designate or determine who is the designated auditor; shall ensure that the designated auditor has been notified of the approved program or contract; and shall ensure correct reporting, of applicable time/other charges, to the Comptroller.

The Comptroller shall advise administrators on financial reporting and shall monitor to ensure correct accounting, reporting and Federal billing.

## IMPLEMENTATION (ADVISORY)

Because the current Office of Management and Budget Circular for audits of state and local governments require identification of each Federal Assistance Program and grant, the following, also relating to outsourcing and privatizing, is advised.

The Department administrators of such Federal assistance programs and grants, outsourcing, or privatizing should:

1. promptly advise the designated auditor of program or contract approval and of specific audit requirements, and provide the auditor with a copy of basic data from grants or contracts; or
2. where outside specific audits are required, provide the Operations Review & Evaluation Division External Audit Branch a copy of the report for review; and
3. coordinate with the Comptroller to assure correct reporting of applicable time/other charges, within project/job-piece numbers and fiscal years.

Other assistance, grants, or contracts which do not require specific audits will be considered (by auditors) for audit sampling in any routine review.

Operations Review and Evaluation Division will coordinate with the State Auditor, Inspector, and other audit groups, as required.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-201-4**

SUBJECT

**RESPONSE TO AUDIT FINDINGS**

PAGE NO. 1 of 3

DATED 08-01-95

EFFECTIVE DATE

**08-01-95**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Jack C. Crowley**

POLICY REPLACED

**Yes**

POLICY NO.

**B-201-4**

PAGE NO.

**All**

DATED

**01-24-94**

**THIS POLICY RESCINDS POLICY B-201-5**

## **POLICY**

**DEPARTMENT MANAGEMENT WILL MAINTAIN A PROCEDURE TO MAKE WRITTEN RESPONSES TO INTERNAL AUDIT FINDINGS AND RECOMMENDATIONS IN A TIMELY MANNER.**

## **IMPLEMENTATION (SPECIFIC)**

As required by federal regulations for audits of state governments, management must provide timely written responses to the Director, and by state law, to the Commission, on issued audit findings and recommendations.

According to Federal guidelines for audits, a manager's response/corrective action plan should include the following for each finding:

1. comments pertaining to the auditor's findings;
2. actions planned in response to the finding including questioned costs;
3. the person or position responsible for ensuring corrective action of the deficiency;
4. the planned completion date for the corrective action;
5. a plan to monitor completion of corrective actions;

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                              |                              |                                        |                          |
|----------------------------------------------|------------------------------|----------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                      |                              | <b>NO. B-201-4</b>                     |                          |
| SUBJECT<br><b>RESPONSE TO AUDIT FINDINGS</b> |                              | PAGE NO. <b>2 of 3</b>                 | DATED <b>08-01-95</b>    |
| EFFECTIVE DATE<br><b>08-01-95</b>            | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Jack C. Crowley</b> |                          |
| POLICY REPLACED<br><b>Yes</b>                | POLICY NO.<br><b>B-201-4</b> | PAGE NO.<br><b>All</b>                 | DATED<br><b>01-24-94</b> |

## **THIS POLICY RESCINDS POLICY B-201-5**

6. comments on the status of corrective action taken on prior findings, if applicable; for financial adjustments required of the Comptroller, the response shall include what adjustments were made, how and when they were made, and copies of supporting documents. Therefore, Policy B-201-5 "Audit Reports - Financial Adjustments is hereby rescinded.

The internal audit report to the Director and the Commission, signed by the Operations Review & Evaluation (OR&E) Division Manager, and the audit action letter(s) signed by the Director who will enter a "please respond by" date, will be distributed by OR&E to the Commission, the Deputy Director if applicable, the applicable Assistant Director, and to the pertinent Division Engineer or Manager, as indicated by the Department's contemporary functional chart or table of organization. The Directorate/Division Head levels will then distribute the report and action letter(s) or requests for responses, to branches, sections, or individuals, as appropriate for review, discussion, and initiating the required response.

Audit responses, when accumulated and completed at the Directorate level, will be sent by the Director to OR&E for review and placement in the audit file for follow-up.

## **IMPLEMENTATION (ADVISORY)**

Audit responses should be initiated by the lowest management level affected, then forwarded through ascending levels of management who will add their responses. All pertinent data, including discussion and instruction sessions, should be included in responses sent to the Director. The Director will review and forward responses to OR&E who maintains the audit file.

For financial adjustments required of the Comptroller, OR&E will prepare an attachment entitled "Disposition of Audit Findings - Financial" detailing the recommended corrections, for annotation/completion by and inclusion in the Comptroller's response to management. Upon completion the Comptroller will forward financial adjustments directly to OR&E., with a copy to the Comptroller's supervisor.

Open and candid written communication should be encouraged.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-201-4**

SUBJECT

**RESPONSE TO AUDIT FINDINGS**

PAGE NO. **3 of 3**

DATED **08-01-95**

EFFECTIVE DATE

**08-01-95**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Jack C. Crowley**

POLICY REPLACED

**Yes**

POLICY NO.

**B-201-4**

PAGE NO.

**All**

DATED

**01-24-94**

## **THIS POLICY RESCINDS POLICY B-201-5**

Before an internal audit report is issued, OR&E will send a clearly marked "DRAFT" report (tentative finding sheets) to the audited management requesting "auditee comments" on content, including: the presentation of conditions, criteria, causes, effects, audited management's statements and recommendations. Such an opportunity to read and comment on the report draft (by completing auditee comments sheets) is intended to resolve questions and eliminate misunderstandings. The process of commenting to OR&E regarding the report "DRAFT" should not be confused with the later separate required management response to the Directorate levels after receiving the final report and action letter.

As a minimum, in lieu of letter writing, audit responses by managers above the primary audited management may be made by annotating or endorsing and forwarding the written responses received from the primary audited management.

As additional information, for audits of ODOT conducted by the State Auditor and Inspector (SA&I), the SA&I auditors send their separate "findings sheets" to the appropriate ODOT management for written response, in order to complete and issue their audit report.

|                                              |                 |                           |                                                 |
|----------------------------------------------|-----------------|---------------------------|-------------------------------------------------|
| <b>OKLAHOMA DEPARTMENT OF TRANSPORTATION</b> |                 |                           |                                                 |
| <b>POLICY DIRECTIVE</b>                      |                 |                           | <b>NO. B-202-1</b>                              |
| SUBJECT                                      |                 | <b>RECEIPT OF MONEY</b>   | PAGE NO. <b>1 of 2</b><br>DATED <b>02-01-02</b> |
| EFFECTIVE DATE                               | ISSUED BY       | APPROVED                  |                                                 |
| <b>02-01-02</b>                              | <b>DIRECTOR</b> | <b>s/s Gary M. Ridley</b> |                                                 |
| POLICY REPLACED                              | POLICY NO.      | PAGE NO.                  | DATED                                           |
| <b>Yes</b>                                   | <b>B-202-1</b>  | <b>All</b>                | <b>11-01-99</b>                                 |

**POLICY**

**IT SHALL BE THE RESPONSIBILITY OF THE COMPTROLLER TO ESTABLISH AN ADEQUATE SYSTEM OF INTERNAL CONTROLS FOR THE RECEIPT OF MONEY. ALL MONEY REMITTED TO THE DEPARTMENT WILL BE RECEIVED BY THE COMPTROLLER.**

**IMPLEMENTATION (SPECIFIC)**

The intent of this policy is to include state funds and money held in a custodial manner by the Department for organizations in which the Department is a member, or is the organization's sponsor. The intent of this policy also includes events and campaigns in which the Department is the sponsor, therefore:

All money will be received and receipted at any of the nine (9) accounting offices in the Department and will be deposited by the Comptroller.

A copy of any invoice or request for payment must be forwarded to the Comptroller for processing. These documents must have the "Remittance To" address as the "Oklahoma Department of Transportation Comptroller." The Comptroller will notify the billing division of the receipt of all funds.

It will be the responsibility of all other operating entities within the agency to ensure that all money be directed to the Comptroller for processing.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-202-1**

SUBJECT **RECEIPT OF MONEY**

PAGE NO. **2 of 2**

DATED **02-01-02**

EFFECTIVE DATE  
**02-01-02**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Gary M. Ridley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-202-1**

PAGE NO.  
**All**

DATED  
**11-01-99**

With the exception of authorized personnel in the Reproduction Branch, no other operating entities within the Department have authorization to officially accept money (checks or cash) on behalf of the Department. Department employees who receive money or cash through the mail or in other unusual or unexpected circumstances shall immediately report, convey and receipt these monies to one of the nine (9) accounting offices.

All monetary donations must be received and acknowledged by the Governor prior to being receipted by the Agency. Monetary donations are to be forwarded to the ODOT Cashier who will log the donation as being received and transmitted to the Governor's Office.

Money held by the Department in a custodial capacity will be accounted for through an approved agency special account. The Comptroller will notify the billing division of the receipt of all funds.

All checks returned to the Department marked as "Insufficient Funds" by the payee's bank are subject to a "Return Check Fee" of \$25.00. A Return Check Fee of \$25.00 will be collected in compliance with State Statute. All checks returned for insufficient funds will be collected by the Agency. Those persons paying with an insufficient funds check shall be subject to the agencies normal collection process, to include:

- prosecution in Small Claims Court, Tax Intercept
- suspension of driver license through the Department of Public Safety
- and/or any other appropriate or necessary legal responses

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-202-2**

SUBJECT **BILLING, RECEIPT AND COLLECTION OF MONEY**

PAGE NO. **1 of 3**

DATED **11-01-99**

EFFECTIVE DATE  
**11-01-99**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**No**

POLICY NO.  
**New**

PAGE NO.  
**All**

DATED

## **POLICY**

**IT SHALL BE THE POLICY OF THE DEPARTMENT OF TRANSPORTATION TO INVOICE AND, IF NECESSARY, PURSUE THE COLLECTION OF ALL PERTINENT COSTS INCURRED BY THE AGENCY ON BEHALF, OR AS A RESULT OF THE ACTIONS OF ANOTHER PARTY.**

## **DEFINITIONS**

### **A. Accounts Receivable**

Any record of money awaiting or requiring payment to the department or due and collectable by the department.

### **B. Non-Collectible Accounts Receivable**

Any account receivable remaining uncollected after all attempts have failed to locate and collect from a financially liable party.

## **IMPLEMENTATION (SPECIFIC)**

### **A. Billing**

The division or operational unit of the department who performs the service, designs the project, provides the product, etc., is responsible for sending an invoice to the financially liable party. The invoice will be prescribed by the Comptroller and used in all invoicing or requests for payment. Invoices shall be due and payable within 30 day of the date of the invoice. All

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-202-2**

SUBJECT **BILLING, RECEIPT AND COLLECTION OF MONEY**

PAGE NO. **2 of 3**

DATED **11-01-99**

EFFECTIVE DATE  
**11-01-99**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**No**

POLICY NO.  
**New**

PAGE NO.  
**All**

DATED

payments shall be due and payable as a lump sum, unless contractual agreements specify some other arrangements.

A copy of the contractual agreement and the invoice will be forwarded to the Comptroller for the recording of the accounts receivable transaction. It is the responsibility of the party making the invoice to insure the accuracy and timeliness, as well as to insure compliance with the binding agreements. Contractual agreements in which the financial consideration is estimated will include a clause to allow ODOT to make additional billings as the cost estimate and cost accruals change.

All financial considerations billed and due the department shall not be adjusted or changed either up or down except as identified below:

1. As required by court order.
2. As agreed to in writing by the General Counsel.
3. As required by the billing division due to a revised amount of the actual charges.
4. As required by the billing division due to a legal change in the amount of money due the department.
5. As authorized by formal action of the Commission.

## **B. Receipt of Money**

To insure proper notification to the invoicing division or operating unit of the department upon receiving a payment, a receipt will be generated by the Cashier and sent to that division or operating unit so that their records may be updated if necessary. This notification will be processed the same day the payment is received by the Cashier. Outstanding accounts receivable shall be confirmed with the payor as required by prudent accounting practice. Reports of all accounts receivable, their balance and their particular classification shall be produced periodically as required.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-202-2**

SUBJECT

**BILLING, RECEIPT AND COLLECTION OF MONEY**

PAGE NO. **3 of 3**

DATED **11-01-99**

EFFECTIVE DATE

**11-01-99**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Neal A. McCaleb**

POLICY REPLACED

**No**

POLICY NO.

**New**

PAGE NO.

**All**

DATED

## C. Collection of Money

When the invoice becomes delinquent by more than 60 days it will become a collectible item to be pursued to the fullest legal extent by the department. Pursuit of these items will be the responsibility of the Comptroller. If the delinquency involves a local governmental entity, the Comptroller will provide copies of the associated correspondence to the field division engineer who has management control of the geographical area affected and/or the division, or operational unit exercising management responsibility over the affected program.

The Transportation Commission will be asked to approve the accounting "write off" of non-collectible accounts receivable after all collection efforts by the Comptroller have been exhausted. These efforts will include no less than three (3) demand letters effected in a staged process over a three month period and the initiation of the "Tax Intercept" system or the filing of a legal affidavit with the appropriate district court in Oklahoma. In cases where the Transportation Commission approves the "write off" of the non-collectible account, the "Tax Intercept" process will continue for those eligible accounts receivable until such time as the total payment has been received.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-203-1**

SUBJECT **PAYROLL**

PAGE NO. **1 of 2**

DATED **04-03-95**

EFFECTIVE DATE  
**04-03-95**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J.C. Crowley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-203-1**

PAGE NO.  
**All**

DATED  
**12-15-93**

## **POLICY**

**THE HUMAN RESOURCES DIVISION IS RESPONSIBLE FOR THE ESTABLISHMENT AND MAINTENANCE OF THE PAYROLL AND EMPLOYEE BENEFITS PROCEDURES NECESSARY FOR IMPLEMENTATION OF THE DEPARTMENT'S COMPENSATION POLICIES.**

## **PAYROLL IMPLEMENTATION**

First-line supervisors are responsible for executing and transmitting the Weekly Employee Earnings Records.

The A-9's will be the supporting and/or source document for all payrolls and the labor cost distribution.

The "Time Report for Monthly Employees" (ODOT FORM A-15) will be the source document for the regular, regular temporary, and supplemental payrolls.

Supporting pay documents are to be submitted to the Payroll Unit in accordance with instructions received from Human Resources.

All payroll warrants will be distributed directly to the employee by the Division Manager/Engineer, or his designee. A written request from the employee outlining specific distribution instructions may be accepted by the Division Manager/Engineer. In the absence of such distribution instructions, the designee will secure the warrant. In the event the employee will not be at work within a reasonable period of time or is unable to pick up the warrant, the warrant will be mailed to the employee.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                   |                              |                                                 |                          |
|-----------------------------------|------------------------------|-------------------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>           |                              | <b>NO. B-203-1</b>                              |                          |
| SUBJECT <b>PAYROLL</b>            |                              | PAGE NO. <b>2 of 2</b><br>DATED <b>04-03-95</b> |                          |
| EFFECTIVE DATE<br><b>04-03-95</b> | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s J.C. Crowley</b>             |                          |
| POLICY REPLACED<br><b>Yes</b>     | POLICY NO.<br><b>B-203-1</b> | PAGE NO.<br><b>All</b>                          | DATED<br><b>12-15-93</b> |

Only ODOT and State information pertaining to departmental employees or their current payroll warrants will be eligible for distribution with the payroll warrants.

Any changes to the payroll system will be in writing and in ample time for payroll to make said changes.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                               |                                      |
|-----------------------------------------------|--------------------------------------|
| ADMINISTRATIVE ORDER <u>B-203-1-(1)</u>       | PAGE NO. <u>1 of 2</u>               |
| SUBJECT: <u>PAYROLL - TYPES</u>               | DATE ISSUED <u>04-03-95</u>          |
| REFERENCE POLICY DIRECTIVE NO. <u>B-203-1</u> | DATE EFFECTIVE <u>04-03-95</u>       |
| DATED <u>04-03-95</u>                         | REPLACED NO. <u>B-203-1-(1)</u>      |
|                                               | DATE <u>01-10-94</u>                 |
|                                               | ISSUED BY <u>AD- Human Resource,</u> |
|                                               | <u>Training &amp; Reg. Services</u>  |
|                                               | <u>s/s Jon Powell</u>                |

## REGULAR PAYROLL

The salaries for this payroll are taken from the last payroll approved "Payroll Authorization" (DT Form 66-A). See Administrative Order No. B-305-2-(1), (Page 5, IMPLEMENTATION). This 66-A will be the source document for the employee salary and the distribution of labor cost for the entire pay period. This payroll is to be issued the last working day of each pay period.

## REGULAR TEMPORARY PAYROLL

The salaries for this payroll are taken from the last payroll approved "Payroll Authorization" (DT Form 66-A). See Administrative Order No. B-305-2-(1), (Page 5, IMPLEMENTATION). This 66-A will be the source document for the employee salary and the distribution of labor cost for the entire pay period. This payroll is to be issued on or before the 15th of each month.

## OVERTIME PAYROLL

Overtime Payroll is developed from the ODOT Form A-9 entries that are in excess of forty (40) hours per week (Saturday through the following Friday). This payroll is issued after Temporary Payroll.

All hours posted on the ODOT Form A-9 will be used in the calculation of regular payroll, and the balance of hours over forty (40) hours per week will be paid 1.5 times of the employee regular hourly rate, if eligible for overtime. Those on compensatory time will receive one (1) hour for each hour over forty (40) hours worked per week.

## LONGEVITY PAYROLL

This payroll is developed per legislation and is issued on or before the last working day following the month of the employee's longevity anniversary date.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                               |                                      |
|-----------------------------------------------|--------------------------------------|
| ADMINISTRATIVE ORDER <u>B-203-1-(1)</u>       | PAGE NO. <u>2 of 2</u>               |
| SUBJECT: <u>PAYROLL - TYPES</u>               | DATE ISSUED <u>04-03-95</u>          |
| REFERENCE POLICY DIRECTIVE NO. <u>B-203-1</u> | DATE EFFECTIVE <u>04-03-95</u>       |
| DATED <u>04-03-95</u>                         | REPLACED NO. <u>B-203-1-(1)</u>      |
|                                               | DATE <u>01-10-94</u>                 |
|                                               | ISSUED BY <u>AD- Human Resource,</u> |
|                                               | <u>Training &amp; Reg. Services</u>  |
|                                               | <u>s/s Jon Powell</u>                |

## SUPPLEMENTAL PAYROLLS

The salaries for these payrolls are taken from the last "Payroll Authorization" (DT Form 66-A). This 66-A will be the source document for the employee salary and the distribution of labor cost. This payroll is to be issued after all other payrolls and an employee may be only on one of these for each pay period.

On all (ODOT Form A-15) "Time Report for Monthly Employees", which pertain to supplemental payroll, there will be a statement under each employee listed which states what the payment is for. No payment will be made to an employee if this statement is not on the "Time Report for Monthly Employees" (ODOT Form A-15).

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                               |                                             |
|-----------------------------------------------|---------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-203-1-(2)</u>       | PAGE NO. <u>1 of 1</u>                      |
| SUBJECT: <u>PAYROLL - WARRANT</u>             | DATE ISSUED <u>09-06-96</u>                 |
| <u>CANCELLATION</u>                           | DATE EFFECTIVE <u>09-01-96</u>              |
| REFERENCE POLICY DIRECTIVE NO. <u>B-203-1</u> | REPLACED NO. <u>B-203-1-(2)</u>             |
| DATED <u>04-03-95</u>                         | DATE <u>04-03-95</u>                        |
|                                               | ISSUED BY <u>Div. Mgr.- Human Resources</u> |
|                                               | <u>s/s Jim Hazeldine</u>                    |

## WARRANT CANCELLATION

All warrants to be cancelled will have a letter stating the reason for the cancellation which is to be maintained in the employee's division file. The warrant is to be forwarded to the Oklahoma City Payroll section with a memo stating, "Please cancel the attached warrant." The division must also write "VOID" in the warrant and retain a copy of the voided warrant.

All warrants to be cancelled have to be in Oklahoma City Payroll section before any transaction which pertains to the cancellation may begin. Only the payroll supervisor may void a payroll warrant.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                               |                                        |
|-----------------------------------------------|----------------------------------------|
| ADMINISTRATIVE ORDER <u>B-203-1-(3)</u>       | PAGE NO. <u>1 of 2</u>                 |
| SUBJECT: <u>PAYROLL - LEAVE</u>               | DATE ISSUED <u>04-03-95</u>            |
| REFERENCE POLICY DIRECTIVE NO. <u>B-203-1</u> | DATE EFFECTIVE <u>04-03-95</u>         |
| DATED <u>04-03-95</u>                         | REPLACED NO. <u>B-203-1-(3)</u>        |
|                                               | DATE <u>01-10-94</u>                   |
|                                               | ISSUED BY <u>AD - Human Resources,</u> |
|                                               | <u>Training &amp; Reg. Services</u>    |
|                                               | <u>s/s Jon Powell</u>                  |

1. The "Weekly Employee Earnings Record" (ODOT Form A-9) will be the source document for posting the usage of all types of leave.

Human Resources Division is responsible for available leave earnings.

Total earnings will be posted to the employee account if he or she works the total hours in the pay period. If the employee works less than the total hours in the pay period, from the posting of the employee's ODOT Form A-9, then the earnings will be prorated for that pay period.

2. When the accrued leave becomes a negative balance after all earnings for the last pay period are posted, the employee will be placed on the Temporary Payroll until the employee's supervisor writes Payroll in Oklahoma City that the last Time Status posting for the employee has a positive balance. The employee will then be placed back on Regular Payroll.
3. Within ten (10) days of a determination that an overpayment has been made, the payroll supervisor will notify the employee who has been overpaid. The notice will contain:
  - a. the amounts paid in error
  - b. the dates of said overpayment(s)
  - c. the options available for repayment and
  - d. the right of the employee to protest the findings. Said notice shall also provide space for the employee to indicate their repayment option or to protest the findings

Said selection shall be required within thirty (30) days after notification. A copy of said notice shall be forwarded to the office of Personnel Management. All arrangement shall be made in writing with the Payroll Supervisor in Oklahoma City. Working additional hours to correct an overpayment will not be permitted.

4. Compensatory Time - All hours posted on the ODOT Form A-9 will be used in the calculation of regular payroll and the balance of hours over forty (40) hours per week will be posted to the employee leave account to be used in the following four (4) pay periods. Any balance of these hours will not be paid to the employee upon separation or transfer from the

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                               |                                        |
|-----------------------------------------------|----------------------------------------|
| ADMINISTRATIVE ORDER <u>B-203-1-(3)</u>       | PAGE NO. <u>2 of 2</u>                 |
| SUBJECT: <u>PAYROLL - LEAVE</u>               | DATE ISSUED <u>04-03-95</u>            |
| REFERENCE POLICY DIRECTIVE NO. <u>B-203-1</u> | DATE EFFECTIVE <u>04-03-95</u>         |
| DATED <u>04-03-95</u>                         | REPLACED NO. <u>B-203-1-(3)</u>        |
|                                               | DATE <u>01-10-94</u>                   |
|                                               | ISSUED BY <u>AD - Human Resources,</u> |
|                                               | <u>Training &amp; Reg. Services</u>    |
|                                               | <u>s/s Jon Powell</u>                  |

Oklahoma Department of Transportation. Employees reclassified or promoted out of a class eligible for compensatory time off into a class that is not eligible for compensatory time off will be permitted to use the compensatory time off within the time period established for compensatory time off.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                               |                                   |
|-----------------------------------------------|-----------------------------------|
| ADMINISTRATIVE ORDER <u>B-203-1-(4)</u>       | PAGE NO. <u>1 of 1</u>            |
| SUBJECT: <u>PAYROLL DEDUCTIONS</u>            | DATE ISSUED <u>9-1-95</u>         |
| REFERENCE POLICY DIRECTIVE NO. <u>B-203-1</u> | DATE EFFECTIVE <u>9-1-95</u>      |
| DATED <u>12/15/93</u>                         | REPLACED NO. <u>B-203-(1)-(4)</u> |
|                                               | DATE <u>1-10-94</u>               |
|                                               | ISSUED BY <u>Deputy Director</u>  |
|                                               | <u>s/s Paul Adams</u>             |

Only the employee can start, change or stop any deduction from his or her salary except Deferred Compensation and Legal Mandatory Employee Deductions. All types of changes, starts or stops will be in writing and will become effective the first of the following month. All changes, stops or starts must contain the employee's name, social security number, signature and date. These are to be forwarded to Oklahoma City Payroll.

## DEFERRED COMPENSATION

To start a Deferred Compensation deduction, change or stop, the employee will need to go through the Human Resources Division or the Deferred Compensation Branch of the Oklahoma Public Employees Retirement System. Only the approved paper work from the Oklahoma Public Employees Retirement System will be accepted to be entered into the ODOT payroll system.

## OTHER INSURANCE

It is the employee's responsibility to maintain their correct beneficiaries. The State of Oklahoma will from time to time move one company and place it under another unit billing; when this happens, the employee will need to change all future requests to the current name so Payroll has the new name in the computer. The insurance company is to notify each employee of any changes.

## LEGAL MANDATORY DEDUCTIONS

The orders for these deductions are from the State of Oklahoma or the Federal Government. Types of deductions are: Income Assignment, Federal Tax Levy, Garnishment, Continuing Garnishment and ordered Deduction Agreements. These come out of the employee salary after all taxes and before any other deductions. Garnishment and Income Assignments have a fee attached for service. The fees are established by legislation.

## OTHER DEDUCTIONS

These deductions are insurance, miscellaneous, retirement, W-4 and bonds. These deductions are to be maintained by each employee.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                |                                                                                                       |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-203-1-(5)</u>                        | PAGE NO. <u>1 of 1</u>                                                                                |
| SUBJECT: <u>PAYROLL - EMPLOYEE'S BENEFIT</u><br><u>COUNCIL</u> | DATE ISSUED <u>01-10-94</u>                                                                           |
| REFERENCE POLICY DIRECTIVE NO. <u>B-203-1</u>                  | DATE EFFECTIVE <u>01-10-94</u>                                                                        |
| DATED <u>12-15-93</u>                                          | REPLACED NO. _____                                                                                    |
|                                                                | DATE _____                                                                                            |
|                                                                | ISSUED BY <u>Assistant Director-Human</u><br><u>Resources &amp; Training</u><br><u>s/s Jon Powell</u> |

## Employee's Benefit Council

Employees' Benefit Council (EBC) is in direct control of the deduction from each employee's salary and all changes will be through the Council. Every start, stop and change will have a supporting document or EBC will not approve the entry into the computer. No change in the employee deduction will be made without EBC approval.

## State Insurance

It is the employee's responsibility to maintain and resolve all problems with the State Insurance Group. Should help be needed, the ODOT appointed Insurance Coordinators will be available to assist the employee.

Each of the nine Insurance Coordinators available in the Oklahoma Department of Transportation are responsible for the correct deductions from the employee salary within their division.

Each of the nine Insurance Coordinators are responsible to maintain a current knowledge of all changes in the EBC and Insurance programs.

## Other Insurance

EBC also maintains the Pre-paid Dental Plan and the Vision Care Plan, all within the State Insurance program.

## Catastrophic Insurance

EBC maintains two other types of insurance programs; a catastrophic insurance plan and life insurance policies. These two (2) policies are the responsibility of the employee to maintain through EBC.

## Reimbursement Accounts

Health Care Reimbursement Account is a deduction to reimburse the employee medical expenses. The minimum annual deduction is \$120.00, and the maximum is \$2,400.00. The minimum monthly deduction is \$10.00.

Dependent Care Reimbursement Account is a deduction to reimburse the employee dependent care expense. The minimum annual deduction is \$600.00 and the maximum is \$5,000.00. The minimum monthly deduction is \$450.00.

These accounts are administered by EBC.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-204-1**

SUBJECT **REIMBURSEMENT FOR OUT OF AGENCY USE OF  
ODOT AIRCRAFT**

PAGE NO. **1 of 1**  
DATED **09-03-02**

EFFECTIVE DATE  
**09-03-02**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Paul Adams**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-204-1**

PAGE NO.  
**All**

DATED  
**09-03-97**

## **POLICY**

**OTHER STATE AGENCIES  
REQUESTING THE USE OF THE ODOT  
AIRCRAFT WILL REIMBURSE THE  
DEPARTMENT AND FOLLOW THE  
GUIDELINES AND CONDITIONS SET  
FORTH IN THIS POLICY DIRECTIVE.  
(OAC 730:1-7-1,2,3,4)**

## **IMPLEMENTATION (SPECIFIC)**

State agencies requesting the support of the ODOT aircraft will agree to reimburse the Oklahoma Department of Transportation for the actual cost of the flight but not less than three hundred fifteen dollars (\$315.00) per flight hour. If the requested flight is during IFR conditions, the requesting agency shall also pay the actual cost, but not less than two hundred dollars (\$200.00) per day, for an instrument flight rule qualified (IFR) co-pilot. This rate is based on both direct and indirect operational costs which include maintenance, fuel and oil, and pilot.

The requesting agency shall provide, prior to the flight, the mission objective and the number and name(s) of the passenger(s) to be entered into the aircraft manifest. The aircraft seats seven including the pilot, but may vary due to weather and airport conditions. Scheduling requests should be made with ODOT's flight operations.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                 |                              |                                                 |                          |
|-------------------------------------------------|------------------------------|-------------------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                         |                              | <b>NO. B-301-1</b>                              |                          |
| SUBJECT <b>GRIEVANCE MANAGEMENT INFORMATION</b> |                              | PAGE NO. <b>1 of 2</b><br>DATED <b>10-01-96</b> |                          |
| EFFECTIVE DATE<br><b>10-01-96</b>               | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Neal A. McCaleb</b>          |                          |
| POLICY REPLACED<br><b>Yes</b>                   | POLICY NO.<br><b>B-301-1</b> | PAGE NO.<br><b>All</b>                          | DATED<br><b>04-10-95</b> |

## POLICY

THE DEPARTMENT WILL HAVE A GRIEVANCE MANAGEMENT INFORMATION POLICY, SUPPLEMENTAL TO THE INTERNAL AGENCY GRIEVANCE RESOLUTION PROCEDURE (MERIT RULE 455:10-19), WHICH COMPLIES WITH APPLICABLE FEDERAL AND STATE LAWS, IN ORDER TO PROVIDE A FAIR AND IMPARTIAL REVIEW AND TO MAKE RECOMMENDATIONS FOR THE PROPER RESOLUTION OF QUESTIONS OF UNLAWFUL DISCRIMINATION AND OTHER EMPLOYEE PROBLEMS, NOT OF A FRIVOLOUS NATURE.

## ASSIGNMENT OF RESPONSIBILITY

The Division Manager-Human Resources of the Department shall also serve temporarily as Grievance Manager and is assigned the additional duties of administering and conducting the Internal Agency Grievance Resolution Procedure for the Department. The Grievance Manager is authorized to appoint an Assistant Grievance Manager, or Assistant Grievance Managers, with the authority of the Grievance Manager to assist in carrying out his responsibilities under this policy and the accompanying Administrative Order No. B-301-1-(1).

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                 |                              |                                                 |                          |
|-------------------------------------------------|------------------------------|-------------------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                         |                              | <b>NO. B-301-1</b>                              |                          |
| SUBJECT <b>GRIEVANCE MANAGEMENT INFORMATION</b> |                              | PAGE NO. <b>2 of 2</b><br>DATED <b>10-01-96</b> |                          |
| EFFECTIVE DATE<br><b>10-01-96</b>               | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Neal A. McCaleb</b>          |                          |
| POLICY REPLACED<br><b>Yes</b>                   | POLICY NO.<br><b>B-301-1</b> | PAGE NO.<br><b>All</b>                          | DATED<br><b>04-10-95</b> |

## IMPLEMENTATION

The Grievance Management Information will:

- (1) Supplement the Internal Agency Grievance Resolution Procedure, Merit Rule 455:10-19;
- (2) Provide an impartial review of the Grievance;
- (3) Guarantee the employee the right to be represented in an advisory capacity by a person of his/her own choosing at each phase of the procedure (except the Phase 1, informal discussion with his/her immediate supervisor);
- (4) Comply with the specific time periods provided for each phase in the Internal Agency Grievance Resolution Procedure, with the total time not to exceed 45 calendar days after the initial filing of the formal grievance. (However, the time limit of any period within the procedure may be extended in accordance with Merit Rule 455:10-19-44.

No person shall attempt to influence any person involved in the review, nor shall any threat of reprisal be used against any person participating in any phase of the procedure.

It is the responsibility of every supervisor to insure that the employees under his/her jurisdiction are fully aware of this policy, and that copies of the Internal Agency Grievance Resolution Procedure, and any changes to the Internal Agency Grievance Resolution Procedure, or the Grievance Management Information Policy, are given and explained to those employees in a timely manner.

Notice of the name, address and phone number of the Grievance Manager shall be posted on all employee bulletin boards.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                            |                                  |
|------------------------------------------------------------|----------------------------------|
| ADMINISTRATIVE ORDER <u>B-301-1-(1)</u>                    | PAGE NO. <u>1 of 7</u>           |
| SUBJECT: <u>GRIEVANCE MANAGEMENT</u><br><u>INFORMATION</u> | DATE ISSUED <u>09-01-95</u>      |
| REFERENCE POLICY DIRECTIVE NO. <u>B-301-1</u>              | DATE EFFECTIVE <u>09-01-95</u>   |
| DATED <u>04-10-95</u>                                      | REPLACED NO. <u>B-301-1(1)</u>   |
|                                                            | DATE <u>04-10-95</u>             |
|                                                            | ISSUED BY <u>Deputy Director</u> |
|                                                            | <u>s/s Paul Adams</u>            |

## SECTION 1. Definition of Grievance

A grievance, within the meaning of this Administrative Order, shall be any properly filed complaint of a classified employee of the Department. It should state whether his/her employment has been directly and adversely affected by unfair treatment, unsafe working conditions, erroneous or capricious interpretation or application of agency policies and procedure, Oklahoma Personnel Act, Merit Rule 455:10-19. This includes, but is not limited to, grievances stating:

- a. That the employee has been unlawfully discriminated against in his/her employment due to race, religion, color, sex, national origin, age or disability
- b. That the employee has been improperly subjected to disciplinary action in his/her employment
- c. That the employee has been wrongfully denied proper classification, leave or compensatory time, or promotion
- d. That the employee disagrees with his/her individual employee service evaluation
- e. Any matter that the Merit Protection Commission can investigate and hear

Proposed disciplinary actions, furloughs, reductions-in-force, compensation by itself and transfer (except when alleged as disciplinary in nature, or as affecting classification or compensation) shall not be deemed a proper subject for a grievance consideration.

A grievance must concern a matter which is subject to the complete or partial control of the Department. Grievances about issues over which the Department has no control are not subject to the Internal Agency Grievance Resolution Procedure.

See Administrative Order No. B-306-2-(1) for procedures in grievances alleging discrimination and Merit Rule 455:10-19-35© for special procedures regarding classification grievances.

Grievances which address the same issues may be combined and reviewed as a group. Merit Rule 455:10-19-40 governs the procedures for group grievances.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                                |                                              |
|--------------------------------------------------------------------------------|----------------------------------------------|
| ADMINISTRATIVE ORDER <u>      B-301-1-(1)      </u>                            | PAGE NO. <u>      2 of 7      </u>           |
| SUBJECT: <u>GRIEVANCE MANAGEMENT</u><br><u>          INFORMATION          </u> | DATE ISSUED <u>      09-01-95      </u>      |
| REFERENCE POLICY DIRECTIVE NO. <u>      B-301-1      </u>                      | DATE EFFECTIVE <u>      09-01-95      </u>   |
| DATED <u>      04-10-95      </u>                                              | REPLACED NO. <u>      B-301-1(1)      </u>   |
|                                                                                | DATE <u>      04-10-95      </u>             |
|                                                                                | ISSUED BY <u>      Deputy Director      </u> |
|                                                                                | <u>      s/s Paul Adams      </u>            |

## SECTION 2. Step 1 - Informal Discussion

Employee complaints should be resolved promptly and informally. Resolving complaints should be made at the lowest possible level of supervision and in a way that is least upsetting to the Department's operations. Accordingly, the employee **must** notify his/her immediate supervisor of a complaint as soon as possible (except in complaints of discrimination).

The supervisor and employee should make a reasonable effort to resolve the complaint informally. If resolution of the complaint is beyond the control of the immediate supervisor, he/she should attempt to determine the appropriate supervisor in the chain and refer the complaint to him/her. If the problem cannot be resolved at Step 1, the employee may file a formal written grievance.

The supervisor should make written notes of all discussions. If the employee files a formal grievance, the supervisor shall write a memorandum describing efforts to resolve the grievance informally and give a copy to the employee and the Grievance Manager.

Step 1 may be omitted by the employee in complaints of discrimination. See DOT Administrative Order B-306-2-(1).

## SECTION 3. Step 2 - Filing a Formal Grievance

An employee who wishes to file a formal grievance must state the grievance on the Internal Agency Grievance Resolution Procedure Form (MPC-900) as required by Merit Rule 455:10-19-43. The employee must file this **completed** form with the Grievance Manager in Room B-5, First Floor, 200 N.E. 21st Street, Oklahoma City, Oklahoma 73105, (405) 521-3958. The employee must file within twenty (20) calendar days after the employee first becomes aware of, or should have become aware of, the grievable issue with reasonable effort. If the issue is about a continuing condition, the employee must file within twenty (20) days after the last occurrence. The employee must give a copy of the completed form to his or her immediate supervisor.

## SECTION 4. Request or Referral to Step 2 Review

Pursuant to Merit Rule 455:10-19-22 the Grievance Manager will, within seven (7) days of the receipt of an acceptable grievance, refer the grievance to an individual(s) within the Department for a Step 1 or 2 Review, as appropriate. If a request by an employee for a Step 2 Review is

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                            |                                  |
|------------------------------------------------------------|----------------------------------|
| ADMINISTRATIVE ORDER <u>B-301-1-(1)</u>                    | PAGE NO. <u>3 of 7</u>           |
| SUBJECT: <u>GRIEVANCE MANAGEMENT</u><br><u>INFORMATION</u> | DATE ISSUED <u>09-01-95</u>      |
| REFERENCE POLICY DIRECTIVE NO. <u>B-301-1</u>              | DATE EFFECTIVE <u>09-01-95</u>   |
| DATED <u>04-10-95</u>                                      | REPLACED NO. <u>B-301-1(1)</u>   |
|                                                            | DATE <u>04-10-95</u>             |
|                                                            | ISSUED BY <u>Deputy Director</u> |
|                                                            | <u>s/s Paul Adams</u>            |

received by the Grievance Manager within four (4) days of a completed Step 1 Review, the Grievance Manager will refer the grievance to a Step 2 Review.

- a. A Step 1 Reviewer must be within the chain of supervision of the employee. Within seven (7) days of the receipt of the grievance, the Step 1 Reviewer will make findings and issue a decision on the merits of the grievance.
- b. A Step 2 Reviewer must not be within the chain of supervision of the employee. Within twenty-one (21) days, the reviewer will review the grievance and will make findings and a recommendation to the Director, who shall issue a decision on the merits of the grievance.

If an individual reviewer is unable to review a grievance for any reason, the Grievance Manager will select a new individual to complete the review of the grievance.

No individual will serve as a reviewer who has been involved, to any degree whatsoever, with the dispute itself, or with any formal or informal attempts to resolve the dispute prior to the review. An individual reviewer who, for any reason, feels his/her impartiality has been impaired, must decline to serve as a reviewer.

The employee has the right to challenge, for bona fide reasons, any individual selected to serve as a reviewer. The Grievance Manager will rule on the challenge by either confirming the selection or replacing the reviewer.

## **SECTION 5. Duties of the Reviewer**

It shall be the duty and responsibility of an individual reviewer to provide an impartial review for the resolution of the grievance within the terms and provisions of this Administrative Order, Policy Directive B-301-1 and Subchapter 19 of the Merit Rules entitled "Internal Agency Grievance Resolution Procedures."

It shall be the duty of the reviewer to determine standards, rules and procedures controlling the conduct of the review. This will include, but not be limited to the basis upon, and manner in which, oral statements and written documents may be presented.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                            |                                  |
|------------------------------------------------------------|----------------------------------|
| ADMINISTRATIVE ORDER <u>B-301-1-(1)</u>                    | PAGE NO. <u>4 of 7</u>           |
| SUBJECT: <u>GRIEVANCE MANAGEMENT</u><br><u>INFORMATION</u> | DATE ISSUED <u>09-01-95</u>      |
| REFERENCE POLICY DIRECTIVE NO. <u>B-301-1</u>              | DATE EFFECTIVE <u>09-01-95</u>   |
| DATED <u>04-10-95</u>                                      | REPLACED NO. <u>B-301-1(1)</u>   |
|                                                            | DATE <u>04-10-95</u>             |
|                                                            | ISSUED BY <u>Deputy Director</u> |
|                                                            | <u>s/s Paul Adams</u>            |

The reviewer will discuss the matter with the employee. Face-to-face meetings or telephone conversations are required between the employee and the reviewer. The reviewer may consult with Department supervisors and other personnel as necessary to resolve the grievance.

An informal meeting may be conducted by the reviewer. If a meeting is held, the employee must be given an opportunity to present the grievance orally. Such a meeting will be non-adversarial in nature and the rules of evidence do not apply.

## **SECTION 6. Delivery of Written Documents**

Written decisions, notices and letters issued during a grievance will be delivered personally if possible. Items which are mailed will be sent by certified mail, return receipt requested.

The employee must promptly notify the Grievance Manager of any change in his/her mailing address from that stated on the grievance form. The Grievance Manager may end a grievance or advance it to the next phase if a correctly addressed letter is returned.

## **SECTION 7. Extension of Time Limits**

The time limit of any period within the procedure may be extended, except for the deadline for filing a formal written grievance. The grievance procedure will end within forty-five (45) calendar days after the filing of the formal grievance, as provided in Merit Rule 455:10-19-44(a), unless extended as provided in Merit Rule 455:10-19-44(a) (1) (2).

## **SECTION 8. Representation**

The employee shall be entitled to be represented in an advisory capacity by a person of his/her own choosing during the review. The employee will bear the full expense of any person chosen as his/her representative. In accordance with Merit Rule 455:10-19-39, if the representative chosen by the employee is an employee of the Department, that representative will be on approved annual leave during official working hours when representing the employee. The Department will pay no part of the expense or costs of representation.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                            |                                  |
|------------------------------------------------------------|----------------------------------|
| ADMINISTRATIVE ORDER <u>B-301-1-(1)</u>                    | PAGE NO. <u>5 of 7</u>           |
| SUBJECT: <u>GRIEVANCE MANAGEMENT</u><br><u>INFORMATION</u> | DATE ISSUED <u>09-01-95</u>      |
| REFERENCE POLICY DIRECTIVE NO. <u>B-301-1</u>              | DATE EFFECTIVE <u>09-01-95</u>   |
| DATED <u>04-10-95</u>                                      | REPLACED NO. <u>B-301-1(1)</u>   |
|                                                            | DATE <u>04-10-95</u>             |
|                                                            | ISSUED BY <u>Deputy Director</u> |
|                                                            | <u>s/s Paul Adams</u>            |

## SECTION 9. Employee Time and Expenses

Employee requests for time to prepare information, leave to attend meetings, and reimbursement for travel and other expenses, shall be handled as provided in Merit Rules 455:10-19-37 and 455:10-19-38. Any Department employee whose presence is requested by the Grievance Manager or a reviewer will meet with the reviewer or Grievance Manager at the expense of the Department. Time spent will be considered as an official absence. The Grievance Manager and an individual reviewer shall have no authority to require anyone, other than Department employees, to meet during the review.

## SECTION 10. Burden of Proof

At all reviews, it shall be the burden of the employee to show that his/her grievance is justified. The employee shall have the opportunity to present to the reviewer statements and documents in support of his grievance.

## SECTION 11. Corrective Action

Should the Step 1 or 2 decision maker find for the employee in whole or part, any corrective action necessary to resolve the grievance will be stated in the decision. This action will be implemented in conformance with this Administrative Order and all other applicable laws, rules, regulations and policies. The Decision Maker shall have broad latitude in determining the proper and necessary corrective action.

Corrective action may include, but is not limited to: the removal or modification of a disciplinary action against the employee; reinstatement of the employee to a particular job; the vacating of a position improperly filled, and the cessation of some act or series of acts constituting prohibited discrimination or retaliation.

## SECTION 12. The Director

The Director reviews the findings and recommendation of a Step 2 reviewer. He/she may affirm, set aside, or alter the recommendation, or any part thereof, as he/she deems proper under the circumstances. Such review shall be confined to the record.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                            |                                  |
|------------------------------------------------------------|----------------------------------|
| ADMINISTRATIVE ORDER <u>B-301-1-(1)</u>                    | PAGE NO. <u>6 of 7</u>           |
| SUBJECT: <u>GRIEVANCE MANAGEMENT</u><br><u>INFORMATION</u> | DATE ISSUED <u>09-01-95</u>      |
| REFERENCE POLICY DIRECTIVE NO. <u>B-301-1</u>              | DATE EFFECTIVE <u>09-01-95</u>   |
| DATED <u>04-10-95</u>                                      | REPLACED NO. <u>B-301-1(1)</u>   |
|                                                            | DATE <u>04-10-95</u>             |
|                                                            | ISSUED BY <u>Deputy Director</u> |
|                                                            | s/s <u>Paul Adams</u>            |

The Director may enter into any grievance at any time to bring about a prompt and impartial resolution. If this Administrative Order and the Internal Agency Grievance Resolution Procedure do not address a question that arises during a grievance, the Director may decide it. The decision must be consistent with Department practice and documented.

## SECTION 13. Disposition of the Grievance

The Grievance Manager will send notification of the end of the grievance and the final written decision or other disposition of the grievance to the employee and appropriate Department supervisors and personnel, as provided in Merit Rule 455:10-19-45.

## SECTION 14. Grievance Records

Step 1 and Step 2 Reviewers shall keep and secure their personal notes. All written documents introduced at the review, and pertaining to the grievance, shall be maintained as part of the record of the review. The Grievance Manager shall be responsible for the safekeeping of all review records.

All requests for documents, tape recordings, etc. and the providing of the same must comply with the provisions of the "Oklahoma Open Records Act" as provided in Merit Rule 455:10-19-4. Costs for copies of records will be assessed in conformance with the Act. Should the employee desire a copy of a tape recording made of his/her interview by a reviewer, he/she must provide the Grievance Manager with a cassette tape. An employee or former employee shall have the right of access to the grievances he/she filed after the agency grievance procedure has been completed.

## SECTION 15. Retaliation

No employee shall be disciplined or otherwise prejudiced in his/her employment for exercising his/her rights under the internal agency grievance resolution procedure. Any employee who believes their rights have been violated may file a petition for appeal with the Merit Protection Commission, Merit Rule 455:10-19-8(b).

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                            |                                  |
|------------------------------------------------------------|----------------------------------|
| ADMINISTRATIVE ORDER <u>B-301-1-(1)</u>                    | PAGE NO. <u>7 of 7</u>           |
| SUBJECT: <u>GRIEVANCE MANAGEMENT</u><br><u>INFORMATION</u> | DATE ISSUED <u>09-01-95</u>      |
| REFERENCE POLICY DIRECTIVE NO. <u>B-301-1</u>              | DATE EFFECTIVE <u>09-01-95</u>   |
| DATED <u>04-10-95</u>                                      | REPLACED NO. <u>B-301-1(1)</u>   |
|                                                            | DATE <u>04-10-95</u>             |
|                                                            | ISSUED BY <u>Deputy Director</u> |
|                                                            | s/s <u>Paul Adams</u>            |

## SECTION 16. Employee Information and Notice

The agency will furnish a copy of the Grievance Management Information policy, including revisions, to each classified employee. The agency must post a notice on all employee bulletin boards giving the name, address and phone number of the employees who are designated to receive and process formal grievances.

### IMPLEMENTATION (ADVISORY)

The supervisor should consult the applicable provisions of this Administrative Order, Subchapter 19 of the Merit Rules entitled "Internal Agency Grievance Resolution Procedures," Policy Directive B-301-1 and Administrative Order B-306-2-(1) before taking any action regarding an employee grievance. It is recommended that copies of the above four documents be kept together for easy accessibility and future reference.

Copies of the Internal Agency Grievance Resolution Procedure Form (MPC-900) should be available to employees in their Division Office and from the Grievance Manager.

Complaints of discrimination by an unclassified or exempt employee are covered by Administrative Order No. B-306-2-(1).

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-301-2**

SUBJECT **EMPLOYEE RIGHT-OF EXPRESSION AND  
COMMUNICATION**

PAGE NO. 1 of 1  
DATED 4-28-87

EFFECTIVE DATE  
**4-28-87**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**B-301-2**

POLICY NO.

PAGE NO.  
**All**

DATED  
**3-8-84**

## **POLICY**

**ANY DEPARTMENT EMPLOYEE MAY  
DISCUSS THE OPERATIONS OF THE  
DEPARTMENT WITH OTHERS.**

## **IMPLEMENTATION (SPECIFIC)**

No supervisor shall prohibit employees of the Department from discussing the operations of the Department, either specifically or generally, with others.

Disciplinary actions including, but not limited to, any direct or indirect form of discipline, any dismissal, demotion, transfer, reassignment, suspension, reprimand, admonishment, warning of possible dismissal, reduction-in-force, reduction-in-rank, reduction-in-status, or withholding of work, shall not be taken against any employee for providing information or offering to provide information or for communicating to others any substantiated claim of wrong doing by or within the Department.

## **IMPLEMENTATION (ADVISORY)**

This policy is mandated by Oklahoma Statutes, and the full text of the law is contained in the "Employee Bill of Rights," including the right of the employee to appeal any disciplinary measures taken against the employee as a result of such actions. There are rather strong penalties against the supervisor who violates the act.

While the right of expression is dictated by law, supervisors have the obligation to maintain their work schedule.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-301-3**

SUBJECT

**TARGETED ENGINEERING POSITIONS**

PAGE NO. **1 of 1**

DATED **3-13-89**

EFFECTIVE DATE

**03-13-89**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

## **POLICY**

**THE DEPARTMENT WILL DESIGNATE THOSE JOB POSITIONS (TARGETED ENGINEERING POSITIONS) WHICH MUST COMPLY WITH THE PROVISIONS OF 59 O.S. SUPP. 1982, SEC. 475.1 - 475.28 (STATUTES REGULATING PROFESSIONAL ENGINEERING AND LAND SURVEYING).**

## **IMPLEMENTATION (SPECIFIC)**

Additions or deletions to the approved list of Targeted Engineering Positions will be first considered by the Engineering Development Council. Upon their approval and recommendation, any proposed changes will be forwarded to the Chief Engineer and the Deputy Director for their approval and recommendation.

Following these actions, the proposed change will be forwarded to the Director of Transportation. Any and all changes in the list of Targeted Engineering Positions requires the final approval of the Director.

The Division of Human Resources is responsible for maintaining and publishing a current list of Targeted Engineering Positions.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-302-1**

SUBJECT

**CONFIDENTIALITY OF PERSONNEL RECORDS**

PAGE NO. 1 of 3

DATED 5-01-05

EFFECTIVE DATE

**05-01-2005**

ISSUED BY

**Human Resources Division**

APPROVED

**Director Gary M. Ridley**

POLICY REPLACED

**Yes**

POLICY NO.

**B-302-1**

PAGE NO.

**All**

DATED

**07-01-90**

## **POLICY**

**THE OKLAHOMA DEPARTMENT OF TRANSPORTATION WILL MAINTAIN AND PROTECT THE PERSONNEL FILES AND RECORDS OF ALL PAST AND PRESENT EMPLOYEES OF THE DEPARTMENT. REFERENCE STATE STATUTE TITLE 51 § 24A.7 AND TITLE 74 § 840-2.11.**

## **IMPLEMENTATION (SPECIFIC)**

The official personnel files of the Department will be stored and maintained by the Human Resources Division in Oklahoma City. It shall be the responsibility of all divisions and other appropriate organizational units of the Department to send copies of all required personnel actions to the Human Resources Division for inclusion in these official files.

The Division Manager of the Human Resources Division is the Official Custodian of the personnel records for the Department of Transportation.

Present and past employees of the Department shall be afforded the opportunity to review all material contained in their personnel files.

Records are available for review during normal work hours, and shall be viewed under the supervision of the Division Manager of the Human Resources Division or designee.

The following records will be considered confidential and may not be reviewed by anyone other than the individual employee, the applicant, the person in authority designated by the Director, or by written permission of the employee or applicant:

- Records which relate to internal personnel investigations, including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation, such as OPM 9 and OPM 4-B.
- Records where disclosure would constitute a clearly unwarranted invasion of personal privacy, such as employee evaluations, OPM-111, medical records, payroll deductions, or employment applications submitted by persons not hired by the Department. Also,

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                     |                                              |                                                |                          |
|-----------------------------------------------------|----------------------------------------------|------------------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                             |                                              | <b>NO. B-302-1</b>                             |                          |
| SUBJECT <b>CONFIDENTIALITY OF PERSONNEL RECORDS</b> |                                              | PAGE NO. <b>2 of 3</b><br>DATED <b>5-01-05</b> |                          |
| EFFECTIVE DATE<br><b>05-01-2005</b>                 | ISSUED BY<br><b>Human Resources Division</b> | APPROVED<br><b>Director Gary M. Ridley</b>     |                          |
| POLICY REPLACED<br><b>Yes</b>                       | POLICY NO.<br><b>B-302-1</b>                 | PAGE NO.<br><b>All</b>                         | DATED<br><b>07-01-90</b> |

that portion of any record which indicates social security number, home address and home telephone number and information related to personal electronic communication devices, e.g. cell phone numbers and pager numbers are considered confidential. The aforementioned items will be deleted before any record can be reviewed.

➤ Oklahoma Public Employee Retirement Records

All personnel records not specifically falling in the above categories shall be available for public inspection and copying, including, but not limited to, the following:

- An employment application of a person who becomes a public employee, excluding social security number, home address and home telephone number, cell phone numbers and pager numbers
- The gross receipts of public funds, i.e., salary.
- The dates of employment, title or position.
- Any final disciplinary action resulting in loss of pay, suspension, demotion of position or termination.

There is no "final disciplinary action" until all appeal processes available to an employee have either been completed or appeal time period has expired.

A "Statement of Personnel File Review" form will be completed whenever the file is reviewed by an individual, or when the file, or portions of the file, are removed or copied. It is the responsibility of the individual who reviews the file to maintain its confidentiality. Any question as to what material may be removed or added to the official personnel file will be determined by the Human Resources Division Manager.

## IMPLEMENTATION (ADVISORY)

The files maintained by the Human Resources Division are the official personnel files of the Oklahoma Department of Transportation. The true, official personnel file on each state employee is maintained by the Office of Personnel Management and the Human Resources Division will insure that a copy of every personnel document received will be forwarded to the Office of Personnel Management.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-302-1**

SUBJECT

**CONFIDENTIALITY OF PERSONNEL RECORDS**

PAGE NO. **3 of 3**

DATED **5-01-05**

EFFECTIVE DATE

**05-01-2005**

ISSUED BY

**Human Resources Division**

APPROVED

**Director Gary M. Ridley**

POLICY REPLACED

**Yes**

POLICY NO.

**B-302-1**

PAGE NO.

**All**

DATED

**07-01-90**

Personnel records maintained by the various individual operating units of the Department should be safeguarded similarly by those responsible for their custody. Inquiries of personnel histories and requests for review of individual personnel data should be referred to the Human Resources Division.

Responses to telephone inquiries of personnel records should be limited to a verification of name, employment date, job title and salary range. Any other information should be requested in writing to the Human Resources Division.

Fees may be charged for copying and document search in accordance with the Department's policy on Open Records Act.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-302-2

SUBJECT **OPEN RECORDS ACT**

PAGE NO. **1 of 3**

DATED **07-01-90**

EFFECTIVE DATE  
**07-01-90**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Jack L. Blaess**

POLICY REPLACED  
**Yes**

POLICY NO.  
**Temporary Policy**

PAGE NO.  
**All**

DATED  
**01-10-86**

## POLICY

THE OKLAHOMA DEPARTMENT OF TRANSPORTATION IS A PUBLIC AGENCY AND THEREFORE SUBJECT TO THE PROVISIONS OF THE STATE'S OPEN RECORDS ACT. THE DEPARTMENT WILL FACILITATE VIEWING OF THE PUBLIC RECORDS OF THIS AGENCY, WITH FEW EXCEPTIONS.

## IMPLEMENTATION (SPECIFIC)

All records maintained by the Department shall be open for public inspection, copying or mechanical reproduction, **except** certain personnel records including those which clearly would constitute an unwarranted invasion of personal privacy; materials prepared in anticipation of litigation or the work product of a Department attorney; engineering estimates until after bid opening; formal right-of-way appraisals, until acquisition has been completed; and any other records or documents requiring confidentiality under state or federal laws.

Each Division Engineer and Division Manager shall be considered the custodian of all records of that Division. In the absence of the Division Engineer or Division Manager, an alternate custodian of the records shall be designated to disseminate records upon public request.

In conformance with the Open Records Act, three record request officers shall be responsible for the release of the following specific records; these are: 1) the General Counsel, when requests are essentially legal in nature; 2) the Manager of Human Resources, when requests are personnel oriented; and 3) to the Assistant Director of Highway Safety and Public Affairs when Central Office requests are media related. The Deputy Director will be considered superintendent of all Departmental records, and should be consulted for assistance when a request under the Open Records Act is in doubt.

Upon public request, access to Department records and adequate space for viewing shall be provided by the custodian of those records as soon as reasonably possible. Access to Departmental records shall be limited to normal business hours, and each custodian of the records

|                                              |                         |                           |                                                 |
|----------------------------------------------|-------------------------|---------------------------|-------------------------------------------------|
| <b>OKLAHOMA DEPARTMENT OF TRANSPORTATION</b> |                         |                           |                                                 |
| <b>POLICY DIRECTIVE</b>                      |                         |                           | <b>NO. B-302-2</b>                              |
| SUBJECT                                      |                         | <b>OPEN RECORDS ACT</b>   | PAGE NO. <b>2 of 3</b><br>DATED <b>07-01-90</b> |
| EFFECTIVE DATE                               | ISSUED BY               | APPROVED                  |                                                 |
| <b>07-01-90</b>                              | <b>DIRECTOR</b>         | <b>s/s Jack L. Blaess</b> |                                                 |
| POLICY REPLACED                              | POLICY NO.              | PAGE NO.                  | DATED                                           |
| <b>Yes</b>                                   | <b>Temporary Policy</b> | <b>All</b>                | <b>01-10-86</b>                                 |

shall insure the integrity of the records during viewing.

When reproduction of records is requested, cost of reproduction at the rate of \$.25 per page for pages 8-1/2 x 14 or smaller, shall be charged. Larger size documents shall be charged at the rate prescribed by the Reproduction Branch. Research calculations and record request officers are authorized to increase charges of less than \$2.50. Each custodian also reserves the right on behalf of the Department to charge a reasonable "search fee" to cover the direct cost of record searches if the request is solely for commercial purposes or **clearly** would cause excessive disruption of the Department's essential functions.

In no case shall a search fee be charged when the release of information is in the public interest, nor to discourage requests for information. The Reproduction Branch shall post an official written schedule of search fees and duplication costs in the Central Office and with the county clerk of Oklahoma County. In no case shall search fees exceed the hourly wage plus payroll additives of these employees normally required to perform the search for the requested records.

Each record custodian is responsible for becoming thoroughly familiar with the provisions of the Open Records Act (O.S.S. Title 51 Sections 24 A.1 through 24.A.18). A copy of the act should be readily accessible for reference.

All requests for records must be in writing. Each records custodian shall maintain a log showing the name and address of individuals requesting records, the nature of the request, and information to determine if the request is solely for commercial purposes. The refusal of an individual requesting records to provide the above information shall not constitute justification for the custodian to refuse access to the records.

**IMPLEMENTATION (ADVISORY):**

It is the intent of the Open Records Act that the public business records of the Department, pertaining to the receipt and expenditure of public funds, be open and readily available to the public.

Lists or employee records disclosing employee evaluations, age, sex and race, payroll deductions, employee applications submitted by persons not hired by the Department, and employee home addresses and phone numbers are considered by the Department as dealing with personal privacy and are not subject to disclosure.

Personnel records dealing with internal personnel investigations including examination and

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-302-2**

SUBJECT **OPEN RECORDS ACT**

PAGE NO. **3 of 3**

DATED **07-01-90**

EFFECTIVE DATE  
**07-01-90**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Jack L. Blaess**

POLICY REPLACED  
**Yes**

POLICY NO.  
**Temporary Policy**

PAGE NO.  
**All**

DATED  
**01-10-86**

selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation may be kept confidential. It is the Department policy not to provide an employee's home address or phone number - such information will be deleted from any document otherwise available under the Open Records Act. Final disciplinary actions and employee applications are public records and are not exempt from disclosure under the Open Records Act.

If in doubt regarding the applicability of this Policy Directive, Department employees and custodians of the records should confer with higher authority within the Department, General Counsel, or the Deputy Director, before making a final decision.

It is the desire of the Department that the spirit of the various requirements for conducting this Department's business in an open and public manner be given adequate weight along with the legal requirements.

See Attached Fee Schedule.

## FEE SCHEDULE

### RECORDS REPRODUCTION

#### OKLAHOMA DEPARTMENT OF TRANSPORTATION

The following charges will be assessed for copying/mechanical reproduction of documents and document search by the Oklahoma Department of Transportation.

**Books/Paper Reproduction:** A charge of .25 per copy shall be assessed for the direct cost of document copying (books, paper) in addition to any search fees, if applicable.

Reproduction of microfilm, disk, record, sound recording, film recording, video record reproductions: A charge of the actual cost of the microfilm, disk, record, sound recording, film recording or video record will be assessed in addition to any search fees, if applicable.

**Computer tape:** A charge of the actual cost of the computer tape plus \$935 per hour (prorated, with a minimum of five minutes) will be assessed in addition to any search fee, if applicable.

**Document search fees:** A reasonable research fee may be charged if the request is solely for commercial purpose or would cause excessive disruption of essential organizational functions. When access to view records is requested, the actual cost of providing an employee to insure the integrity of the records will be charged.

Document charges shall be assessed only as authorized in Section 5 (3), "Oklahoma Open Records Act:"

"A public body may charge a fee only for recovery of the reasonable, direct costs of a document copying and/or mechanical reproduction. However, if the request is: solely for commercial purpose; or clearly would cause excessive disruption of the public body's essential functions; then the public body may charge a reasonable fee to recover the direct cost of document search."

No search fee shall be charged when the release of such documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public employees.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. B-303-1

SUBJECT **FAIR LABOR STANDARDS ACT - OVERTIME PAY**

PAGE NO. **1 of 7**

DATED **04-03-95**

EFFECTIVE DATE  
**04-03-95**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J. C. Crowley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-303-1**

PAGE NO.  
**All**

DATED  
**01-10-94**

## POLICY

**THE DEPARTMENT ADOPTS AND IS GOVERNED BY THE FAIR LABOR STANDARDS ACT AND ITS REGULATIONS, IN ACCORDANCE WITH THE GOVERNOR'S EXECUTIVE ORDER 85-7.**

## DEFINITIONS

The following are pertinent definitions and provisions of the Fair Labor Standards Act which must be followed by the Department in order to properly compensate employees for hours worked. These provisions apply in determining hours worked (compensable time) for FLSA non-exempt employees in overtime eligible positions.

### A. Exempt Versus Non-Exempt Categories

The Department closely follows the recommendations on the exempt or non-exempt status of positions according to the ***Policy Guideline: Fair Labor Standards Act***, published by the Office of Personnel Management.

The Fair Labor Standards Act (FLSA) recognizes two basic categories of jobs:

1. Exempt: Those employees in positions not covered by the FLSA and ***not eligible*** for overtime payments.
2. Non-Exempt: Those employees in positions covered by the FLSA and ***eligible*** for overtime payments. Administrative Order No. B-303-1-(1), FAIR LABOR STANDARDS ACT - OVERTIME PAY - ELIGIBILITY identifies the Exempt or Non-Exempt status of

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-303-1**

**SUBJECT FAIR LABOR STANDARDS ACT - OVERTIME PAY**

PAGE NO. **2 of 7**

DATED **04-03-95**

EFFECTIVE DATE  
**04-03-95**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J. C. Crowley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-303-1**

PAGE NO.  
**All**

DATED  
**01-10-94**

classes used by the Department. If the class is eligible for overtime payment, a "Y" will be indicated in the OVT AUTH (Overtime Authorized) column. If the class is not eligible for overtime payment, an "N" will be indicated in the OVT AUTH column. If not eligible for overtime, but eligible for compensatory time, a "C" in the compensatory column will be indicated.

***Exceptions to the overtime authorization status of classes may only be made by approval of the Human Resources Division Manager.***

## **B. Overtime Payments**

Overtime payments at one and one-half (1½) times the employee regular hourly rate of pay will only be made to those employees in overtime authorized classes for hours worked in excess of forty (40) hours in the work week. Overtime payments will not be paid to employees in classes which are not authorized overtime payment.

## **C. Work-Week Adjustment**

Employees in overtime authorized positions may be allowed or directed to take time off after completing forty (40) hours of work during the work week. This is considered a work week adjustment, not compensatory time off.

## **D. Compensatory Time Off**

The Department may provide compensatory time off to exempt employees in salary Grade No. 67, and below.

1. The compensatory time off must be taken within 120 days following the pay period in which it was posted; otherwise, it will be abolished.
2. Compensatory time can only be given on an hour-for-hour basis, one hour off for each hour worked overtime.
3. Compensatory time usage will be recorded on the bottom portion of the A-9 by inserting Code 129 in space above Vacation Code 121.
4. Payments may not be made for compensatory time accrued by an employee on exempt status for any reason.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. **B-303-1**

SUBJECT **FAIR LABOR STANDARDS ACT - OVERTIME PAY**

PAGE NO. **3 of 7**

DATED **04-03-95**

EFFECTIVE DATE  
**04-03-95**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J. C. Crowley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-303-1**

PAGE NO.  
**All**

DATED  
**01-10-94**

5. Any week in which compensatory time is used can not exceed 40 hours of earnings.

### **E. Work Week and Working Hours**

The Department operates on the basis of a forty (40) hour work week. The work week period begins at 12:01 a.m., Saturday, and concludes at midnight the following Friday.

Normal work hours and work days in the Department are from 7:30 a.m. to 4:30 p.m., Monday through Friday. However, both regularly scheduled work hours and work days may be adjusted by supervisors upon approval of the Division Engineer/Division Head.

Employees should be informed by their supervisor of their working hours and work days, and any changes in either, as soon in advance as possible.

### **F. Meal Time and Break Times**

For departmental purposes, a bona fide meal period is a span of at least thirty (30) consecutive minutes, during which time an employee is completely relieved of duty and free to use the time for his/her own purpose. It is not counted as hours worked or paid. Any "meal period" of less than thirty (30) consecutive minutes must be paid as hours worked.

Any meal time will have to be counted as time worked if the employee is required or permitted to perform any duties during the meal period time.

Break time shall be permitted at the supervisor's discretion. Breaks or short rest periods (if granted) lasting fifteen (15) minutes or less must be counted as hours worked. Break times may not be strung together. Employees may not have their work hours adjusted if they did not take a break or breaks. "Smoke" breaks are included in the break time limits. No additional break time will be given for "smoke" breaks.

### **G Training Time**

Time spent in training at the direction of the Department is considered the same as work hours.

Time spent by non-exempt employees attending lectures, meetings, and training programs sponsored by the employer is not counted as hours worked, if all the following four conditions are met:

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-303-1

SUBJECT **FAIR LABOR STANDARDS ACT - OVERTIME PAY**

PAGE NO. **4 of 7**

DATED **04-03-95**

EFFECTIVE DATE  
**04-03-95**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J. C. Crowley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-303-1**

PAGE NO.  
**All**

DATED  
**01-10-94**

- a. The meetings are held outside working hours
- b. Attendance by employees is truly voluntary
- c. The course, lecture or meeting is not directly related to the employees' job
- d. The employee doesn't perform any other work during training attendance.

## H. Travel Time

This section pertains to travel time which is considered either compensable or non-compensable for hours worked. It does not pertain to reimbursed travel expenses. Refer to Policy No. B-310-1 for definition of duty station and home area. Whether travel time is considered as hours worked depends on the circumstances, as follows:

1. **Home-to-Work** - An employee who travels from home before the regular work day and returns home at the end of the work day is engaged in ordinary home-to-work travel which is a normal incident of employment. This is applicable whether employee works at a fixed location or at different job sites. Normal home-to-work travel is not counted as hours worked.
2. **Travel for Training** - Time spent traveling to and from training or educational courses, when such courses are not required by the Department, is not considered compensable time.
3. **Home-to-work on Special Assignment in Another Area** - When an employee who regularly works at a fixed location in one city or area is given a special assignment in another city or area, travel cannot be regarded as home-to-work travel, and is compensable.

**Example** - An employee who works in Oklahoma City with regular working hours from 7:30 a.m. to 4:30 p.m., may be given a special assignment in another city with instructions to leave Oklahoma City at 7:00 a.m., and arrive at 12:00 noon, ready for work. The special work assignment is completed at 3:00 p.m., and the employee arrives back in Oklahoma City at 8:00 p.m. Such travel cannot be regarded as ordinary home-to-work travel. It is an integral part of the principal activity which the employee was hired to perform on that particular work day, and is counted as hours worked, except for meal time which is deductible.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-303-1

SUBJECT **FAIR LABOR STANDARDS ACT - OVERTIME PAY**

PAGE NO. **5 of 7**

DATED **04-03-95**

EFFECTIVE DATE  
**04-03-95**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J. C. Crowley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-303-1**

PAGE NO.  
**All**

DATED  
**01-10-94**

4. **Travel That is All in the Day's Work** - Time spent by an employee in travel as part of the principal activity, such as travel from job site to job site during the work day, must be counted as hours worked. When an employee is required to report at his/her work station or at a meeting place to receive instructions or to perform other work there, the travel time from this designated place to the job site is part of the day's work, and must be counted as hours worked.
5. **Travel Away From Home Community** - Travel time away from the employee's home community is work time when it cuts across the employee's regular scheduled work days. The time is not only hours worked on regular working days during normal working hours, but also during the corresponding hours on non-working days.

If an employee regularly works from 7:30 a.m. 4:30 p.m., from Monday through Friday, the travel time during these hours is work time on Saturday and Sunday, as well as on the other days.

Regular meal period time is not counted. For purposes of this Section, time spent in travel away from home outside of regular working hours (7:30 - 4:30) as a passenger or operators on an airplane, train, bus, or automobile (or driving an automobile) is considered as work time. The example below will help explain the accountability for travel time away from the employee's home community.

Supervisors should take future travel time required into consideration by adjusting the employee's work hours during the work week which involves travel, whenever possible.

**Example** - An employee who has headquarters in Oklahoma City leaves for Amarillo on Sunday afternoon at 1:30 p.m. and arrives in Amarillo at 7:00 p.m.: (1) The three (3) hours traveled between 1:30 p.m. and 4:30 p.m. are hours worked and must be included in the total hours worked within the work week. If the total hours worked exceeds forty (40) hours per week, the employee is to be compensated in accordance with the Department's overtime payment policy. (2) Plus the two and one-half (2.5) hours traveled between 4:30 p.m. and 7:00 p.m. are considered as time worked for the purpose of determining total hours worked.

## I. **Waiting Time, On-Call Time, and Emergency Response Time**

Employees who are directed to wait at the work area or work unit while waiting to be engaged in work activity are considered to be in pay status.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. **B-303-1**

SUBJECT **FAIR LABOR STANDARDS ACT - OVERTIME PAY**

PAGE NO. **6 of 7**

DATED **04-03-95**

EFFECTIVE DATE  
**04-03-95**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J. C. Crowley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-303-1**

PAGE NO.  
**All**

DATED  
**01-10-94**

On Call Time is not to be counted as time worked unless the employees are restricted to the employer's premises during the time spent on call, or are otherwise so limited in the activities in which they may engage that they are, for all practical purposes, restricted to a particular place designated by the employer.

Hours during which an employee is generally free to go about personal business and is simply required to remain within reasonable travel distance to the work location, to leave word with the employer as to how he/she may be reached, and/or to carry a paging device, are not to be counted as hours worked. Supervisors are not to place restrictions on employees in 'on call status' which would cause 'on call time' to be counted as hours worked, unless approved by the appropriate Division Head.

Time spent responding to emergency calls, such as snow removal, is counted as time worked. Work time begins when the employee leaves home to perform the work, and ends when the employee returns home.

## J. Leave

Annual leave, sick leave and holiday leave will be counted as hours worked when computing overtime hours or pay.

## IMPLEMENTATION (SPECIFIC)

The Department will pay overtime pay to eligible employees for all hours worked in excess of forty (40) hours during the work-week period. Each work-week period will be considered separately when computing overtime hours and pay.

Employees, by class or position, eligible to receive overtime pay will be so designated by the Administrative Order No. B-301-1-(1).

The Class List is intended to make general statements about job classes only. The exempt/non-exempt status under FLSA, of any individual position, may differ from this guide, based on the actual duties performed, prevailing market conditions, and/or critical needs of the Department. The status of all jobs, in regard to the Fair Labor Standards Act, must be based on the analysis of each individual job as it relates to the provisions of the Act and its regulations.

Work in excess of forty (40) hours per work period for any individual employee eligible for overtime pay will occur only when authorized by the employee's supervisor.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. **B-303-1**

SUBJECT **FAIR LABOR STANDARDS ACT - OVERTIME PAY**

PAGE NO. **7 of 7**

DATED **04-03-95**

EFFECTIVE DATE  
**04-03-95**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J. C. Crowley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-303-1**

PAGE NO.  
**All**

DATED  
**01-10-94**

When in the best interest of the Department, and at the discretion of their supervisor, non-exempt employees may be relieved from further duty during the work period when the employee has completed forty (40) hours work. This procedure is referred to as a work week adjustment. Supervisors may require employees to work in excess of eight (8) hours a day, and in excess of forty (40) hours during a work week, without affecting their overtime status unless the total hours for the work week exceed forty (40).

In addition to posting a copy of this policy on all bulletin boards, supervisors will inform employees of the provisions of this policy.

### IMPLEMENTATION (ADVISORY)

Reference is made to B-310-4, VEHICLE USE. Vehicle operators should maintain an accurate reliable log which reflects correct driving times.

Employees in overtime authorized positions will be paid for all hours that the employee is either **required or permitted** to work. Management has the duty of insuring that such work does not occur unless authorized. Eligible employees who perform work when specifically prohibited from doing so by proper authority may be subject to disciplinary action.

Division Heads shall post appropriate information on the Fair Labor Standards Act, as provided by the Wage and Hour Division of the U. S. Department of Labor, in all offices of the agency. A copy of this policy shall also be so posted.

Supervisors are responsible for managing overtime work in the most efficient and economical manner possible to the Department.

It is the responsibility of the organizational unit initiating personnel actions (including appointment, reinstatement, promotion, demotion, transfer or detail to special duty) to properly indicate the employee's eligibility for overtime pay, compensatory time, or exempt status in compliance with this policy.

Such indication will be made by placing a "Y" (for "yes", the employee is eligible for overtime pay), or "N" (for "no," the employee is not eligible for overtime pay) in the box immediately following the employee's position number on Form No. 66A.

While breaks or rest periods are not required under the Fair Labor Standards Act, employees should be given breaks or rest periods during extended work hours in order to protect employee and public safety.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                   |                                               |
|---------------------------------------------------|-----------------------------------------------|
| ADMINISTRATIVE ORDER <u>  B-303-1-(1)  </u>       | PAGE NO. <u>  1 of 11  </u>                   |
| SUBJECT: <u>FAIR LABOR STANDARDS ACT</u>          | DATE ISSUED <u>  02-23-94  </u>               |
| <u>CLASSIFICATION LIST - OVERTIME</u>             | DATE EFFECTIVE <u>  02-23-94  </u>            |
| <u>ELIGIBILITY</u>                                | REPLACED NO. <u>  B-310-1-(1)  </u>           |
| REFERENCE POLICY DIRECTIVE NO. <u>  B-303-1  </u> | DATE <u>  07-15-91  </u>                      |
| DATED <u>  01-10-94  </u>                         | ISSUED BY <u>  AD - Human Resources &amp;</u> |
|                                                   | <u>Training</u>                               |
|                                                   | <u>s/s Jon Powell</u>                         |

| CLASS CODE | TITLE                                | GRADE | OVERTIME AUTH | COMP TIME |
|------------|--------------------------------------|-------|---------------|-----------|
| D501       | ACCOUNT CLERK I                      | 25    | YES           | NO        |
| D502       | ACCOUNT CLERK II                     | 33    | YES           | NO        |
| D503       | ACCOUNT CLERK III                    | 39    | YES           | NO        |
| D101       | ACCOUNTANT I                         | 47    | YES           | NO        |
| D102       | ACCOUNTANT II                        | 52    | NO            | YES       |
| D103       | ACCOUNTANT III                       | 60    | NO            | YES       |
| 4792       | ADMINISTRATIVE ASSISTANT TO DIRECTOR | 64    | NO            | YES       |
| 4722       | ADMINISTRATIVE AID TO COMMISSION     | 00    | NO            | YES       |
| A101       | ADMINISTRATIVE ASSISTANT I           | 40    | YES           | NO        |
| A102       | ADMINISTRATIVE ASSISTANT II          | 47    | YES           | NO        |
| 1630       | ADMINISTRATIVE HEARING OFFICER II    | 00    | NO            | NO        |
| 4913       | ADMINISTRATIVE OFFICER I             | 00    | YES           | NO        |
| E110       | ADMINISTRATIVE OFFICER I             | 52    | YES           | NO        |
| E111       | ADMINISTRATIVE OFFICER II            | 61    | NO            | YES       |
| 4903       | ADMINISTRATIVE OFFICER               | 00    | NO            | YES       |
| C102       | AFFIRMATIVE ACTION OFFICER II        | 58    | YES           | NO        |
| C103       | AFFIRMATIVE ACTION OFFICER III       | 67    | NO            | YES       |
| W401       | AIRPLANE PILOT                       | 55    | NO            | YES       |
| S415       | ASSOCIATE ENGINEER                   | 67    | NO            | YES       |
| 6050       | ASSISTANT CHIEF ENGINEER             | 00    | NO            | NO        |
| S442       | ASSISTANT CHIEF SURVEYS              | 79    | NO            | NO        |
| S401       | ASSISTANT DIRECTOR - DESIGN          | 90    | NO            | NO        |
| D301       | ASSISTANT DIRECTOR-FISCAL/PROGRAMS   | 90    | NO            | NO        |

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                   |                                               |
|---------------------------------------------------|-----------------------------------------------|
| ADMINISTRATIVE ORDER <u>  B-303-1-(1)  </u>       | PAGE NO. <u>  2 of 11  </u>                   |
| SUBJECT: <u>FAIR LABOR STANDARDS ACT</u>          | DATE ISSUED <u>  02-23-94  </u>               |
| <u>CLASSIFICATION LIST - OVERTIME</u>             | DATE EFFECTIVE <u>  02-23-94  </u>            |
| <u>ELIGIBILITY</u>                                | REPLACED NO. <u>  B-310-1-(1)  </u>           |
| REFERENCE POLICY DIRECTIVE NO. <u>  B-303-1  </u> | DATE <u>  07-15-91  </u>                      |
| DATED <u>  01-10-94  </u>                         | ISSUED BY <u>  AD - Human Resources &amp;</u> |
|                                                   | <u>Training</u>                               |
|                                                   | <u>s/s Jon Powell</u>                         |

| CLASS CODE | TITLE                                    | GRADE | OVERTIME AUTH | COMP TIME |
|------------|------------------------------------------|-------|---------------|-----------|
| C202       | ASSISTANT DIRECTOR-HIGHWAY SAFETY & P.A. | 90    | NO            | NO        |
| E120       | ASSISTANT DIRECTOR-OPERATIONS            | 90    | NO            | NO        |
| S418       | ASSISTANT DIVISION ENGINEER              | 79    | NO            | NO        |
| E151       | ASSISTANT DIVISION MANAGER               | 76    | NO            | NO        |
| 1613       | ATTORNEY I                               | 00    | NO            | YES       |
| 1614       | ATTORNEY II                              | 00    | NO            | YES       |
| K202       | ATTORNEY II                              | 57    | NO            | YES       |
| K203       | ATTORNEY III                             | 62    | NO            | YES       |
| 1615       | ATTORNEY III                             | 68    | NO            | NO        |
| 1905       | ATTORNEY III/ENFORCEMENT                 | 00    | NO            | NO        |
| 1616       | ATTORNEY IV                              | 00    | NO            | NO        |
| K204       | ATTORNEY IV                              | 77    | NO            | NO        |
| D120       | AUDITOR I                                | 49    | NO            | YES       |
| D121       | AUDITOR II                               | 57    | NO            | YES       |
| P101       | AUTO MAINTENANCE WORKER                  | 30    | YES           | NO        |
| P102       | AUTO MECHANIC I                          | 42    | YES           | NO        |
| P103       | AUTO MECHANIC II                         | 47    | YES           | NO        |
| A605       | AUTO PARTS CLERK SUPERVISOR              | 44    | YES           | NO        |
| P107       | AUTOMOTIVE SHOP SUPERINTENDENT           | 54    | YES           | NO        |
| P105       | AUTOMOTIVE SHOP SUPERVISOR               | 49    | YES           | NO        |
| 6242       | AVIATION FIELD REPRESENTATIVE            | 00    | NO            | NO        |
| P501       | BINDERY WORKER                           | 27    | YES           | NO        |
| 4715       | BUSINESS MANAGER I                       | 00    | NO            | YES       |

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                   |                                               |
|---------------------------------------------------|-----------------------------------------------|
| ADMINISTRATIVE ORDER <u>  B-303-1-(1)  </u>       | PAGE NO. <u>  3 of 11  </u>                   |
| SUBJECT: <u>FAIR LABOR STANDARDS ACT</u>          | DATE ISSUED <u>  02-23-94  </u>               |
| <u>CLASSIFICATION LIST - OVERTIME</u>             | DATE EFFECTIVE <u>  02-23-94  </u>            |
| <u>ELIGIBILITY</u>                                | REPLACED NO. <u>  B-310-1-(1)  </u>           |
| REFERENCE POLICY DIRECTIVE NO. <u>  B-303-1  </u> | DATE <u>  07-15-91  </u>                      |
| DATED <u>  01-10-94  </u>                         | ISSUED BY <u>  AD - Human Resources &amp;</u> |
|                                                   | <u>Training</u>                               |
|                                                   | <u>s/s Jon Powell</u>                         |

| CLASS CODE | TITLE                                | GRADE | OVERTIME AUTH | COMP TIME |
|------------|--------------------------------------|-------|---------------|-----------|
| D310       | BUSINESS MANAGER I                   | 52    | NO            | YES       |
| D312       | BUSINESS MANAGER III                 | 68    | NO            | NO        |
| 0180       | BUSINESS MANAGER I                   | 00    | YES           | NO        |
| E325       | CHIEF-MANAGEMENT ANALYSIS            | 69    | NO            | NO        |
| R101       | CHEMIST I                            | 49    | NO            | YES       |
| R102       | CHEMIST II                           | 57    | NO            | YES       |
| R103       | CHEMIST III                          | 63    | NO            | YES       |
| S443       | CHIEF OF SURVEYS                     | 84    | NO            | NO        |
| A111       | CLERK I                              | 21    | YES           | NO        |
| A112       | CLERK II                             | 25    | YES           | NO        |
| A113       | CLERK III                            | 30    | YES           | NO        |
| A114       | CLERK IV                             | 40    | YES           | NO        |
| H225       | COMMUNICATIONS SYSTEMS ADMINISTRATOR | 57    | NO            | YES       |
| H220       | COMMUNICATIONS SYSTEM COORDINATOR    | 53    | YES           | NO        |
| 9903       | COMMISSION MEMBER                    | 00    | NO            | NO        |
| D330       | COMPTROLLER I                        | 74    | NO            | NO        |
| D331       | COMPTROLLER II                       | 76    | NO            | NO        |
| B106       | COMPUTER OPERATOR SECTION SUPERVISOR | 59    | YES           | NO        |
| B105       | COMPUTER OPERATOR SUPERVISOR         | 54    | YES           | NO        |
| B101       | COMPUTER OPERATOR TECHNICIAN I       | 33    | YES           | NO        |
| B102       | COMPUTER OPERATOR TECHNICIAN II      | 39    | YES           | NO        |
| B103       | COMPUTER OPERATOR TECHNICIAN III     | 49    | YES           | NO        |
| 6167       | COOP ENGINEER TRAINEE II             | 00    | YES           | NO        |

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                   |                                               |
|---------------------------------------------------|-----------------------------------------------|
| ADMINISTRATIVE ORDER <u>  B-303-1-(1)  </u>       | PAGE NO. <u>  4 of 11  </u>                   |
| SUBJECT: <u>FAIR LABOR STANDARDS ACT</u>          | DATE ISSUED <u>  02-23-94  </u>               |
| <u>CLASSIFICATION LIST - OVERTIME</u>             | DATE EFFECTIVE <u>  02-23-94  </u>            |
| <u>ELIGIBILITY</u>                                | REPLACED NO. <u>  B-310-1-(1)  </u>           |
| REFERENCE POLICY DIRECTIVE NO. <u>  B-303-1  </u> | DATE <u>  07-15-91  </u>                      |
| DATED <u>  01-10-94  </u>                         | ISSUED BY <u>  AD - Human Resources &amp;</u> |
|                                                   | <u>Training</u>                               |
|                                                   | <u>s/s Jon Powell</u>                         |

| CLASS CODE | TITLE                                          | GRADE | OVERTIME AUTH | COMP TIME |
|------------|------------------------------------------------|-------|---------------|-----------|
| 6168       | COOP ENGINEER TRAINEE III                      | 00    | YES           | NO        |
| 6163       | COOP ENGINEER TRAINEE X                        | 00    | YES           | NO        |
| 6164       | COOP ENGINEER TRAINEE XII                      | 00    | YES           | NO        |
| B301       | DATA PROCESSING BRANCH MANAGER                 | 68    | NO            | NO        |
| B302       | DATA PROCESSING MANAGER                        | 73    | NO            | NO        |
| B402       | DATA PROCESSING SUPP. TECHNICIAN II            | 39    | YES           | NO        |
| B405       | DATA PROCESSING SUPP. TECHNICIAN III           | 49    | YES           | NO        |
| B313       | DATA PROCESS ADMINISTRATOR                     | 80    | NO            | NO        |
| B522       | DATA PROCESSING APPL. SPEC. I                  | 55    | YES           | NO        |
| B523       | DATA PROCESSING APPL. SPEC. II                 | 59    | YES           | NO        |
| B524       | DATA PROCESSING APPL. SPEC. III                | 64    | YES           | NO        |
| B310       | DATA PROCESSING ASSOCIATE DIRECTOR             | 74    | NO            | NO        |
| B312       | DATA PROCESSING DIRECTOR                       | 77    | NO            | NO        |
| B530       | DATA PROCESSING EQUIPMENT INSTALLATION SPEC. I | 52    | YES           | NO        |
| B510       | DATA PROCESSING PROGRAM ANALYST I              | 48    | YES           | NO        |
| B511       | DATA PROCESSING PROGRAM ANALYST II             | 52    | YES           | NO        |
| B512       | DATA PROCESSING PROGRAM ANALYST III            | 58    | YES           | NO        |
| B515       | DATA PROCESSING PROGRAM ANALYST SUPERVISOR     | 63    | NO            | YES       |
| B519       | DATA PROCESSING SERVICE COORDINATOR I          | 45    | YES           | NO        |
| B520       | DATA PROCESSING SERVICE COORDINATOR II         | 49    | YES           | NO        |
| B521       | DATA PROCESSING SERVICE COORDINATOR III        | 54    | YES           | NO        |
| B502       | DATA PROCESSING SPECIALIST I                   | 55    | YES           | NO        |
| B503       | DATA PROCESSING SPECIALIST II                  | 59    | YES           | NO        |

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                   |                                               |
|---------------------------------------------------|-----------------------------------------------|
| ADMINISTRATIVE ORDER <u>  B-303-1-(1)  </u>       | PAGE NO. <u>  5 of 11  </u>                   |
| SUBJECT: <u>FAIR LABOR STANDARDS ACT</u>          | DATE ISSUED <u>  02-23-94  </u>               |
| <u>CLASSIFICATION LIST - OVERTIME</u>             | DATE EFFECTIVE <u>  02-23-94  </u>            |
| <u>ELIGIBILITY</u>                                | REPLACED NO. <u>  B-310-1-(1)  </u>           |
| REFERENCE POLICY DIRECTIVE NO. <u>  B-303-1  </u> | DATE <u>  07-15-91  </u>                      |
| DATED <u>  01-10-94  </u>                         | ISSUED BY <u>  AD - Human Resources &amp;</u> |
|                                                   | <u>Training</u>                               |
|                                                   | <u>s/s Jon Powell</u>                         |

| CLASS CODE | TITLE                                     | GRADE | OVERTIME AUTH | COMP TIME |
|------------|-------------------------------------------|-------|---------------|-----------|
| B504       | DATA PROCESSING SPECIALIST III            | 66    | YES           | NO        |
| B411       | DATA PROCESSING TECHNICIAN IN TRAINING    | 26    | YES           | NO        |
| B201       | DATA ENTRY OPERATOR I                     | 25    | YES           | NO        |
| B202       | DATA ENTRY OPERATOR II                    | 29    | YES           | NO        |
| B205       | DATA ENTRY SUPERVISOR                     | 45    | YES           | NO        |
| B526       | DATA MANAGEMENT ANALYST I                 | 60    | YES           | NO        |
| B527       | DATA MANAGEMENT ANALYST II                | 66    | YES           | NO        |
| B529       | DATA MANAGEMENT ANALYST SUPERVISOR        | 72    | NO            | NO        |
| B401       | DATA PROCESSING SUPP. TECHNICIAN I        | 30    | YES           | NO        |
| B501       | DATA PROCESS TRAINEE                      | 42    | YES           | NO        |
| 6161       | DEPUTY GENERAL COUNSEL CRD                | 00    | NO            | NO        |
| 1629       | DEPUTY GENERAL COUNSEL                    | 00    | NO            | NO        |
| 4812       | DEPUTY DIRECTOR/ADMINISTRATION & PLANNING | 00    | NO            | NO        |
| 4102       | DEPUTY DIRECTOR - DOT                     | 88    | NO            | NO        |
| 4562       | DIRECTOR - DOT                            | 00    | NO            | NO        |
| S419       | DIVISION ENGINEER                         | 84    | NO            | NO        |
| E152       | DIVISION MANAGER                          | 82    | NO            | NO        |
| T101       | DRAFTING TECHNICIAN I                     | 31    | YES           | NO        |
| T102       | DRAFTING TECHNICIAN II                    | 40    | YES           | NO        |
| F301       | DUPLICATING EQUIPMENT OPERATOR I          | 23    | YES           | NO        |
| F302       | DUPLICATING EQUIPMENT OPERATOR II         | 28    | YES           | NO        |
| F305       | DUPLICATING EQUIPMENT OPERATOR SUPERVISOR | 39    | YES           | NO        |
| P301       | ELECTRONICS TECHNICIAN                    | 41    | YES           | NO        |



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                   |                                               |
|---------------------------------------------------|-----------------------------------------------|
| ADMINISTRATIVE ORDER <u>  B-303-1-(1)  </u>       | PAGE NO. <u>  6 of 11  </u>                   |
| SUBJECT: <u>FAIR LABOR STANDARDS ACT</u>          | DATE ISSUED <u>  02-23-94  </u>               |
| <u>CLASSIFICATION LIST - OVERTIME</u>             | DATE EFFECTIVE <u>  02-23-94  </u>            |
| <u>ELIGIBILITY</u>                                | REPLACED NO. <u>  B-310-1-(1)  </u>           |
| REFERENCE POLICY DIRECTIVE NO. <u>  B-303-1  </u> | DATE <u>  07-15-91  </u>                      |
| DATED <u>  01-10-94  </u>                         | ISSUED BY <u>  AD - Human Resources &amp;</u> |
|                                                   | <u>Training</u>                               |
|                                                   | <u>s/s Jon Powell</u>                         |

| CLASS CODE | TITLE                                         | GRADE | OVERTIME AUTH | COMP TIME |
|------------|-----------------------------------------------|-------|---------------|-----------|
| P305       | ELECTRONICS TECHNICIAN SUPERVISOR             | 51    | NO            | YES       |
| K210       | EMINENT DOMAIN ATTORNEY                       | 62    | NO            | YES       |
| S413       | ENGINEER INTERN I                             | 60    | YES           | NO        |
| S414       | ENGINEER INTERN II                            | 64    | YES           | NO        |
| 6174       | ENGINEER STUDENT I                            | 00    | YES           | NO        |
| 6182       | ENGINEER STUDENT II                           | 00    | YES           | NO        |
| 6183       | ENGINEER STUDENT III                          | 00    | YES           | NO        |
| T201       | ENGINEER TECHNICIAN I                         | 31    | YES           | NO        |
| T202       | ENGINEER TECHNICIAN II                        | 40    | YES           | NO        |
| S412       | ENGINEER-IN-TRAINING                          | 57    | YES           | NO        |
| S417       | ENGINEERING MANAGER                           | 74    | NO            | NO        |
| 4784       | EXECUTIVE ASSISTANT TO COMMISSION - DOT       | 00    | NO            | NO        |
| A410       | EXECUTIVE SECRETARY I                         | 41    | YES           | NO        |
| A411       | EXECUTIVE SECRETARY II                        | 46    | YES           | NO        |
| A412       | EXECUTIVE SECRETARY III                       | 49    | YES           | NO        |
| A414       | EXECUTIVE ASSISTANT                           | 52    | NO            | YES       |
| 0287       | EXECUTIVE FELLOW                              | 00    | YES           | NO        |
| P492       | FIELD WELDER (DOT)                            | 45    | YES           | NO        |
| 1347       | GENERAL COUNSEL/L C                           | 90    | NO            | NO        |
| W210       | GRAPHIC ARTIST                                | 46    | YES           | NO        |
| T401       | HIGHWAY CONSTRUCTION INSPECTION TECHNICIAN I  | 35    | YES           | NO        |
| T402       | HIGHWAY CONSTRUCTION INSPECTION TECHNICIAN II | 41    | YES           | NO        |
| E440       | INFORMATION REPRESENTATIVE I                  | 44    | NO            | YES       |

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                   |                                               |
|---------------------------------------------------|-----------------------------------------------|
| ADMINISTRATIVE ORDER <u>  B-303-1-(1)  </u>       | PAGE NO. <u>  7 of 11  </u>                   |
| SUBJECT: <u>FAIR LABOR STANDARDS ACT</u>          | DATE ISSUED <u>  02-23-94  </u>               |
| <u>CLASSIFICATION LIST - OVERTIME</u>             | DATE EFFECTIVE <u>  02-23-94  </u>            |
| <u>ELIGIBILITY</u>                                | REPLACED NO. <u>  B-310-1-(1)  </u>           |
| REFERENCE POLICY DIRECTIVE NO. <u>  B-303-1  </u> | DATE <u>  07-15-91  </u>                      |
| DATED <u>  01-10-94  </u>                         | ISSUED BY <u>  AD - Human Resources &amp;</u> |
|                                                   | <u>  Training  </u>                           |
|                                                   | <u>  s/s Jon Powell  </u>                     |

| CLASS CODE | TITLE                                       | GRADE | OVERTIME AUTH | COMP TIME |
|------------|---------------------------------------------|-------|---------------|-----------|
| E441       | INFORMATION REPRESENTATIVE II               | 49    | NO            | YES       |
| E442       | INFORMATION REPRESENTATIVE III              | 57    | NO            | YES       |
| P429       | JOURNEYMAN ELECTRICIAN                      | 47    | YES           | NO        |
| W305       | LAND ACQUISITION AGENT SUPERVISOR           | 57    | NO            | YES       |
| W301       | LAND ACQUISITION AGENT                      | 45    | NO            | YES       |
| B204       | LEAD DATA ENTRY OPERATOR                    | 35    | YES           | NO        |
| K101       | LEGAL RESEARCH ASSISTANT                    | 47    | YES           | NO        |
| A420       | LEGAL SECRETARY I                           | 40    | YES           | NO        |
| A421       | LEGAL SECRETARY II                          | 44    | YES           | NO        |
| A425       | LEGAL SECRETARY III                         | 49    | YES           | NO        |
| P431       | MAINTENANCE ELECTRICIAN II                  | 45    | YES           | NO        |
| P470       | MAINTENANCE REPAIR TECHNICIAN               | 33    | YES           | NO        |
| E320       | MANAGEMENT ANALYST                          | 60    | NO            | YES       |
| T501       | MATERIALS TECHNICIAN I                      | 32    | YES           | NO        |
| T502       | MATERIALS TECHNICIAN II                     | 40    | YES           | NO        |
| F310       | MANAGER, REPRODUCTION SERVICES              | 59    | NO            | YES       |
| F325       | MISCELLANEOUS EQUIPMENT OPERATOR SUPERVISOR | 42    | YES           | NO        |
| F320       | MISCELLANEOUS EQUIPMENT OPERATOR II         | 36    | YES           | NO        |
| F319       | MICROFILM EQUIPMENT OPERATOR I              | 31    | YES           | NO        |
| P509       | OFFSET PRESS OPERATOR I                     | 37    | YES           | NO        |
| P510       | OFFSET PRESS OPERATOR II                    | 41    | YES           | NO        |
| C315       | PERSONNEL OFFICER                           | 51    | NO            | YES       |
| T604       | PHOTOGRAMMETRIST I                          | 47    | YES           | NO        |

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                   |                                               |
|---------------------------------------------------|-----------------------------------------------|
| ADMINISTRATIVE ORDER <u>  B-303-1-(1)  </u>       | PAGE NO. <u>  8 of 11  </u>                   |
| SUBJECT: <u>FAIR LABOR STANDARDS ACT</u>          | DATE ISSUED <u>  02-23-94  </u>               |
| <u>CLASSIFICATION LIST - OVERTIME</u>             | DATE EFFECTIVE <u>  02-23-94  </u>            |
| <u>ELIGIBILITY</u>                                | REPLACED NO. <u>  B-310-1-(1)  </u>           |
| REFERENCE POLICY DIRECTIVE NO. <u>  B-303-1  </u> | DATE <u>  07-15-91  </u>                      |
| DATED <u>  01-10-94  </u>                         | ISSUED BY <u>  AD - Human Resources &amp;</u> |
|                                                   | <u>Training</u>                               |
|                                                   | <u>s/s Jon Powell</u>                         |

| CLASS CODE | TITLE                                   | GRADE | OVERTIME AUTH | COMP TIME |
|------------|-----------------------------------------|-------|---------------|-----------|
| T605       | PHOTOGRAMMETRIST II                     | 52    | YES           | NO        |
| W220       | PHOTOGRAPHER                            | 29    | YES           | NO        |
| P520       | PHOTOLITHOGRAPHER                       | 35    | YES           | NO        |
| A640       | POSTAL CLERK                            | 29    | YES           | NO        |
| S407       | PROFESSIONAL LAND SURVEYOR              | 70    | NO            | NO        |
| S416       | PROFESSIONAL ENGINEER I                 | 70    | NO            | NO        |
| S424       | PROFESSIONAL ENGINEER II                | 72    | NO            | NO        |
| S425       | PROFESSIONAL ENGINEER III               | 74    | NO            | NO        |
| F120       | PURCHASING AGENT I                      | 44    | NO            | YES       |
| F121       | PURCHASING AGENT II                     | 48    | NO            | YES       |
| P320       | RADIO MAINTENANCE TECHNICIAN            | 37    | YES           | NO        |
| P325       | RADIO MAINTENANCE TECHNICIAN SUPERVISOR | 47    | NO            | YES       |
| P330       | RADIO TOWER MAINTENANCE TECHNICIAN      | 38    | YES           | NO        |
| A120       | RECEPTIONIST                            | 30    | YES           | NO        |
| J310       | SAFETY OFFICER I                        | 43    | YES           | NO        |
| J311       | SAFETY OFFICER III                      | 50    | NO            | YES       |
| J315       | SAFETY OFFICER COORDINATOR              | 56    | NO            | NO        |
| A401       | SECRETARY I                             | 36    | YES           | NO        |
| A402       | SECRETARY II                            | 40    | YES           | NO        |
| J410       | SECURITY OFFICER                        | 26    | YES           | NO        |
| N507       | SIGN SHOP SUPERINTENDENT                | 55    | NO            | YES       |
| N505       | SIGN SHOP SUPERVISOR                    | 41    | YES           | NO        |
| N501       | SIGN SHOP WORKER                        | 27    | YES           | NO        |

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                   |                                               |
|---------------------------------------------------|-----------------------------------------------|
| ADMINISTRATIVE ORDER <u>  B-303-1-(1)  </u>       | PAGE NO. <u>  9 of 11  </u>                   |
| SUBJECT: <u>FAIR LABOR STANDARDS ACT</u>          | DATE ISSUED <u>  02-23-94  </u>               |
| <u>CLASSIFICATION LIST - OVERTIME</u>             | DATE EFFECTIVE <u>  02-23-94  </u>            |
| <u>ELIGIBILITY</u>                                | REPLACED NO. <u>  B-310-1-(1)  </u>           |
| REFERENCE POLICY DIRECTIVE NO. <u>  B-303-1  </u> | DATE <u>  07-15-91  </u>                      |
| DATED <u>  01-10-94  </u>                         | ISSUED BY <u>  AD - Human Resources &amp;</u> |
|                                                   | <u>Training</u>                               |
|                                                   | <u>s/s Jon Powell</u>                         |

| CLASS CODE | TITLE                                         | GRADE | OVERTIME AUTH | COMP TIME |
|------------|-----------------------------------------------|-------|---------------|-----------|
| P502       | SENIOR BINDERY WORKER                         | 31    | YES           | NO        |
| T103       | SENIOR DRAFTING TECHNICIAN                    | 46    | YES           | NO        |
| P302       | SENIOR ELECTRONICS TECHNICIAN                 | 44    | YES           | NO        |
| T203       | SENIOR ENGINEERING TECHNICIAN                 | 46    | YES           | NO        |
| N211       | SENIOR EQUIPMENT OPERATOR                     | 37    | YES           | NO        |
| W302       | SENIOR LAND ACQUISITION AGENT                 | 51    | NO            | YES       |
| P471       | SENIOR MAINTENANCE REPAIR TECHNICIAN          | 36    | YES           | NO        |
| T503       | SENIOR MATERIALS TECHNICIAN                   | 46    | YES           | NO        |
| C316       | SENIOR PERSONNEL OFFICER                      | 57    | NO            | YES       |
| T606       | SENIOR PHOTOGRAMMETRIST                       | 57    | YES           | NO        |
| P321       | SENIOR RADIO MAINTENANCE TECHNICIAN           | 43    | YES           | NO        |
| N502       | SENIOR SIGN SHOP WORKER                       | 33    | YES           | NO        |
| T603       | SENIOR SURVEY TECHNICIAN                      | 46    | YES           | NO        |
| N512       | SENIOR TRANSPORTATION MAINTENANCE WORKER      | 36    | YES           | NO        |
| T403       | SENIOR HWY CONSTRUCTION INSPECTION TECHNICIAN | 46    | YES           | NO        |
| E530       | STATISTICAL ANALYSIS MANAGER                  | 62    | NO            | YES       |
| E520       | STATISTICAL ANALYST I                         | 44    | YES           | NO        |
| E521       | STATISTICAL ANALYST II                        | 50    | YES           | NO        |
| E522       | STATISTICAL ANALYST III                       | 54    | YES           | NO        |
| F220       | STOCK CLERK I                                 | 23    | YES           | NO        |
| F221       | STOCK CLERK II                                | 27    | YES           | NO        |
| F222       | STOCK CLERK III                               | 35    | YES           | NO        |
| F223       | STOCK CLERK IV                                | 39    | YES           | NO        |

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                   |                                               |
|---------------------------------------------------|-----------------------------------------------|
| ADMINISTRATIVE ORDER <u>  B-303-1-(1)  </u>       | PAGE NO. <u>  10 of 11  </u>                  |
| SUBJECT: <u>FAIR LABOR STANDARDS ACT</u>          | DATE ISSUED <u>  02-23-94  </u>               |
| <u>CLASSIFICATION LIST - OVERTIME</u>             | DATE EFFECTIVE <u>  02-23-94  </u>            |
| <u>ELIGIBILITY</u>                                | REPLACED NO. <u>  B-310-1-(1)  </u>           |
| REFERENCE POLICY DIRECTIVE NO. <u>  B-303-1  </u> | DATE <u>  07-15-91  </u>                      |
| DATED <u>  01-10-94  </u>                         | ISSUED BY <u>  AD - Human Resources &amp;</u> |
|                                                   | <u>Training</u>                               |
|                                                   | <u>s/s Jon Powell</u>                         |

| CLASS CODE | TITLE                                      | GRADE | OVERTIME AUTH | COMP TIME |
|------------|--------------------------------------------|-------|---------------|-----------|
| F230       | SUPPLY OFFICER I                           | 46    | YES           | NO        |
| F231       | SUPPLY OFFICER II                          | 49    | YES           | NO        |
| T601       | SURVEY TECHNICIAN I                        | 32    | YES           | NO        |
| T602       | SURVEY TECHNICIAN II                       | 40    | YES           | NO        |
| 0020       | TEMPORARY                                  | 00    | YES           | NO        |
| 6165       | TORT LITIGATION ADMINISTRATOR              | 00    | NO            | NO        |
| C410       | TRAINING SPECIALIST I                      | 52    | YES           | NO        |
| C420       | TRAINING SPECIALIST II                     | 58    | YES           | NO        |
| C421       | TRAINING SPECIALIST III                    | 64    | NO            | YES       |
| S403       | TRANSPORTATION ASSISTANT RESIDENCY MANAGER | 68    | NO            | NO        |
| N510       | TRANSPORTATION MAINTENANCE WORKER I        | 27    | YES           | NO        |
| N511       | TRANSPORTATION MAINTENANCE WORKER II       | 33    | YES           | NO        |
| R601       | TRANSPORTATION PROGRAM SPECIALIST I        | 46    | YES           | NO        |
| R602       | TRANSPORTATION PROGRAM SPECIALIST II       | 49    | YES           | NO        |
| S408       | TRANSPORTATION PROJECT/BRANCH MANAGER      | 72    | NO            | NO        |
| S406       | TRANSPORTATION SPECIALIST III              | 61    | NO            | YES       |
| S404       | TRANSPORTATION SPECIALIST I                | 52    | YES           | NO        |
| S405       | TRANSPORTATION SPECIALIST II               | 57    | YES           | NO        |
| S409       | TRANSPORTATION SURVEY MANAGER              | 74    | NO            | NO        |
| A650       | TRANSPORTATION FIELD CLERK                 | 31    | YES           | NO        |
| N517       | TRANSPORTATION MAINTENANCE SUPERINTENDENT  | 56    | YES           | NO        |
| N515       | TRANSPORTATION MAINTENANCE SUPERVISOR      | 49    | YES           | NO        |
| T210       | TRANSPORTATION TECHNICIAN                  | 27    | YES           | NO        |

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>  B-303-1-(1)  </u><br>SUBJECT: <u>FAIR LABOR STANDARDS ACT</u><br><u>CLASSIFICATION LIST - OVERTIME</u><br><u>ELIGIBILITY</u><br><br>REFERENCE POLICY DIRECTIVE NO. <u>  B-303-1  </u><br>DATED <u>  01-10-94  </u> | PAGE NO. <u>  11 of 11  </u><br>DATE ISSUED <u>  02-23-94  </u><br>DATE EFFECTIVE <u>  02-23-94  </u><br>REPLACED NO. <u>  B-310-1-(1)  </u><br>DATE <u>  07-15-91  </u><br>ISSUED BY <u>  AD - Human Resources &amp;</u><br><u>Training</u><br><u>s/s Jon Powell</u> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| CLASS CODE | TITLE                           | GRADE | OVERTIME AUTH | COMP TIME |
|------------|---------------------------------|-------|---------------|-----------|
| A501       | TYPIST CLARK I                  | 25    | YES           | NO        |
| A502       | TYPIST CLERK II                 | 29    | YES           | NO        |
| A503       | TYPIST CLERK III                | 32    | YES           | NO        |
| C411       | VIDEO PRODUCTION SPECIALIST I   | 52    | YES           | NO        |
| C412       | VIDEO PRODUCTION SPECIALIST II  | 59    | YES           | NO        |
| C413       | VIDEO PRODUCTION SPECIALIST III | 65    | NO            | YES       |
| F245       | WAREHOUSE SUPERINTENDENT        | 49    | YES           | NO        |
| F240       | WAREHOUSE SUPERVISOR            | 44    | YES           | NO        |
| N420       | WAREHOUSE WORKER I              | 27    | YES           | NO        |
| N421       | WAREHOUSE WORKER II             | 32    | YES           | NO        |
| P490       | WELDER I                        | 33    | YES           | NO        |
| P491       | WELDER II                       | 37    | YES           | NO        |
| A520       | WORD PROCESSING OPERATOR I      | 26    | YES           | NO        |
| A521       | WORD PROCESSING OPERATOR II     | 30    | YES           | NO        |
| A522       | WORD PROCESSING OPERATOR III    | 36    | YES           | NO        |
|            |                                 |       |               |           |
|            |                                 |       |               |           |
|            |                                 |       |               |           |

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                                      |                                                                                |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-303-1-(2)</u>                                              | PAGE NO. <u>1 of 1</u>                                                         |
| SUBJECT: <u>FAIR LABOR STANDARDS ACT - A-9</u><br><u>RECORD KEEPING REQUIREMENTS</u> | DATE ISSUED <u>07-01-00</u>                                                    |
| Reference: Policy Directive No. <u>B-303-1</u>                                       | DATE EFFECTIVE <u>07-01-00</u>                                                 |
| Dtd <u>1-10-94</u>                                                                   | REPLACED NO. <u>B-303-1-(2)</u>                                                |
| Reference: Title 74, Sec. 840-2.19, and Fair Labor Standards Act                     | DATE <u>01-01-95</u>                                                           |
|                                                                                      | ISSUED BY <u>Asst. Dir. - Administration</u><br><u>s/s Michael E. Mayberry</u> |

The Fair Labor Standards Act requires accurate record keeping for audit purposes on wages and hours worked. All exempt and non-exempt employees are required to fill out an A-9 containing documentation for hours worked and leave time taken. Department supervisors are required to verify time and leave information on all employees under their supervision. This includes hours worked and hours taken as leave.

1. The official document for recording time and attendance is the "Employee Earning Record" (A-9). **All exempt and non-exempt employees are required to fill out and sign A-9 containing documentation for hours worked and leave time taken.**
2. Employees eligible to receive overtime or comp time are required to complete an A-9 each week for use in documenting hours worked and leave time taken. It is permissible that employees in overtime and comp time eligible positions sign-in and sign-out on a unit roster at the start and finish of the work day.
3. In processing the A-9 document, management and supervisory personnel are responsible for:
  - a. Reviewing and verifying hours worked, leave hours, and assuring proper accounting for all hours.
  - b. Verifying the employee's leave balance before granting any leave.
  - c. Signing the A-9 to indicate the entries on the form are true and correct and that the document has been signed by the employee. If the employee is unavailable to sign the A-9 the supervisor must indicate the reason why the employee's signature is unavailable. The employee must verify and sign the A-9 upon his/her return to work.
4. The employees are responsible for:
  - a. Signing the A-9 certifying that the time recorded on the document is true and correct.
  - b. Reviewing their leave balances as indicated on the monthly leave balance reports.
  - c. Reporting any discrepancies of their recorded A-9 information to their supervisors immediately.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-304-1

SUBJECT **CONTRACT LABOR - TEMPORARY EMPLOYMENT AGENCIES**

PAGE NO. **1 of 2**

DATED **01-01-01**

EFFECTIVE DATE  
**January 1, 2001**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.  
**New Policy**

PAGE NO.

DATED

## POLICY

**ALL DIVISIONS WILL SUBMIT A MONTHLY SUMMARY REPORT TO THE HUMAN RESOURCES DIVISION REPORTING THE ACTIVITIES OF CONTRACTED LABOR OBTAINED THROUGH TEMPORARY EMPLOYMENT AGENCIES.**

## DEFINITIONS:

**Temporary Employment Agency** - A private business organization which supplies Contract Labor to agencies of state government on a temporary, limited term basis, for a stated hourly rate.

**Temporary Contract Laborers** - An individual contracted to perform services at the Department through a Temporary Employment Agency. It does **NOT** include:

1. Unclassified temporary employees serving on a 999 hour appointment
2. Individuals working through a Professional Services Contract.

## IMPLEMENTATION (SPECIFIC):

The appropriate contracting division must verify that the individual has a current CDL or valid drivers license before allowing them to operate any ODOT vehicle.

Temporary contract laborers cannot be directly supervised by a relative through either blood or marriage.

The Human Resources Division is charged with the responsibility of maintaining detailed records on all Temporary Contract Labor requisitioned by the Department through Temporary Employment Agencies. The Human Resources Division will provide a monthly summary report to Senior Staff members.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-304-1**

**SUBJECT CONTRACT LABOR - TEMPORARY EMPLOYMENT AGENCIES**

PAGE NO. **2 of 2**

DATED **01-01-01**

EFFECTIVE DATE  
**January 1, 2001**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.  
**New Policy**

PAGE NO.

DATED

Only Temporary Employment Agencies on contract through the Department of Central Services will be utilized.

The Human Resources Division will establish a monthly reporting process which will be followed by all divisions. At the end of each month every division having temporary contract labor will complete and submit a summary report on a form provided by Human Resources. This summary report shall be forwarded to Human Resources and shall include the following information for each temporary contract laborer:

1. The name and social security number
2. The number of hours worked and rate of pay
3. The job family title and level descriptor for the duties performed
4. The name of the Temporary Employment Agency where the individual was obtained
5. Overtime Amount

Core records, including the actual time sheet signed by the laborer and supervisor as well as the Temporary Employment Agency invoices, will remain with the division utilizing the service.

The Department is committed to maintaining an alcohol and drug free workplace. Possession, use or being under the influence of alcohol or controlled substances by contractor's employees while in the performance of this service is prohibited. Temporary contract laborers will be subject to the same pre-employment and post-accident drug test requirements as regular ODOT employees (see Policy Directive A-401-4 Alcohol and Drug Testing).

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                             |                                                     |                                                   |                                 |
|---------------------------------------------|-----------------------------------------------------|---------------------------------------------------|---------------------------------|
| <b>POLICY DIRECTIVE</b>                     |                                                     | <b>NO. B-305-1</b>                                |                                 |
| <b>SUBJECT</b><br><b>REDUCTION-IN-FORCE</b> |                                                     | <b>PAGE NO. 1 of 1</b><br><b>DATED 05-01-05</b>   |                                 |
| <b>EFFECTIVE DATE</b><br><b>05-01-2005</b>  | <b>ISSUED BY</b><br><b>Human Resources Division</b> | <b>APPROVED</b><br><b>Director Gary M. Ridley</b> |                                 |
| <b>POLICY REPLACED</b><br><b>Yes</b>        | <b>POLICY NO.</b><br><b>B-305-1</b>                 | <b>PAGE NO.</b><br><b>All</b>                     | <b>DATED</b><br><b>01-02-92</b> |

THE DEPARTMENT OF TRANSPORTATION ADOPTS AND IS GOVERNED BY THE OFFICE OF PERSONNEL MANAGEMENT MERIT RULES OF EMPLOYMENT ON "REDUCTION-IN-FORCE, 530:10-13-1 THROUGH 530:10-13-73 AND OKLAHOMA STATE STATUTE, TITLE 74 § 840-2.27A THROUGH 840-2.28.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-305-2**

SUBJECT **APPOINTMENT TO VACANT POSITIONS**

PAGE NO. **1 of 2**

DATED **06-17-87**

EFFECTIVE DATE  
**06-17-87**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal a. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-305-2**

PAGE NO.  
**All**

DATED  
**05-08-85**

## POLICY

THE DIRECTOR IS THE APPOINTING AUTHORITY FOR THE DEPARTMENT. THE OKLAHOMA DEPARTMENT OF TRANSPORTATION IS AN EQUAL OPPORTUNITY EMPLOYER, AND WILL HIRE ONLY UNITED STATES CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. VACANT POSITIONS ARE FILLED IN COMPLIANCE WITH FEDERAL AND STATE STATUTES, OFFICE OF PERSONNEL MANAGEMENT RULES, ODOT AFFIRMATIVE ACTION PLAN, AND EQUAL EMPLOYMENT OPPORTUNITY COMMISSION REQUIREMENTS. MINIMUM AGE FOR EMPLOYMENT WITH THE DEPARTMENT IN ANY CAPACITY IS EIGHTEEN.

## TYPES OF APPOINTMENTS

### Promotion

This means a permanent change of a classified employee from a position in a lower classification to a position in a higher classification.

### Transfer

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-305-2**

SUBJECT **APPOINTMENT TO VACANT POSITIONS**

PAGE NO. **2 of 2**

DATED **06-17-87**

EFFECTIVE DATE  
**06-17-87**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal a. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-305-2**

PAGE NO.  
**All**

DATED  
**05-08-85**

This means a change of a permanent employee from one geographical location to another geographical location, or from one classified position to the same or a comparable classified position of equal rank.

## **Reinstatement**

This means the rehiring of a former permanent Department employee or former permanent employee who worked for another state agency.

## **Temporary**

This means the hiring of an employee in the unclassified service for less than 1,000 hours in any twelve month period when work projects would not require a permanent career employee.

## **Detail to Special Duty**

This means appointing a permanent employee to another position within the agency. This could be a temporary assignment in the same or another work unit, or could result in a permanent transfer and reclassification.

## **Demotion**

This means a change of a classified employee from a position in his/her present classification to a position in a lower classification. Demotion may be voluntary or involuntary.

## **Probationary/Permanent**

This means all original appointments to permanently authorized positions.

## **Unclassified or Exempt**

This means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration by Constitutional Amendment, State Statute, or Executive Order.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                              |                                           |
|--------------------------------------------------------------|-------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-305-2-(1)</u>                      | PAGE NO. <u>1 of 3</u>                    |
| SUBJECT: <u>APPOINTMENT TO VACANT POSITIONS - PROMOTIONS</u> | DATE ISSUED <u>05-01-2005</u>             |
| REFERENCE POLICY DIRECTIVE NO. <u>B-305-2</u>                | DATE EFFECTIVE <u>05-01-2005</u>          |
| DATED <u>09-01-94</u>                                        | REPLACED NO. <u>B-305-2-(1)</u>           |
| REF <u>Title 74§840-4.15</u>                                 | DATE <u>02-29-2000</u>                    |
|                                                              | ISSUED BY <u>Human Resources Division</u> |
|                                                              | APPROVED BY <u>s/s Bruce Taylor</u>       |
|                                                              | <u>Deputy Director/Chief Engineer</u>     |

## A. General

1. The *Appointing Authority* (AA) or designee authorizes postings and selections.
2. The AA and other ODOT employees may recruit internal or external applicants to fill positions within ODOT.
3. Only permanent classified employees are eligible for promotion.
4. All selection decisions, appointments, and changes in job families or levels are tentative until approved by the AA.
5. Employment offers are contingent upon passing a drug test.
6. The AA reserves the right to revise this plan.

## B. Promotional Posting (Title 74 § 840-4.15 and MR 530:10-11-51)

1. Postings are required for initial entry into a job family at any level.
2. Postings are required for entry into any vacant supervisory position.
3. Department-wide vacancy announcements are posted on the bulletin board outside the Human Resources Division (HR) Office, electronically, and in every division work location.
4. Announcements are five (5) working days or longer.
5. Vacant positions are posted department wide in Pay Band N through R.

## C. Promotional Notices include: (MR 530:10-11-51(b))

1. The minimum qualifications for the highest level of job posted.
2. The job title and job family level(s).
3. The pay band(s) and range(s).
4. The anticipated number of vacancies (unless the posting is for continuous multiple vacancies).
5. The work location (unless the posting is for continuous multiple vacancies).
6. The time limits and procedure for filing an application.
7. A brief description of the major duties of the position.
8. Other additional factors.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                  |                                           |
|------------------------------------------------------------------|-------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-305-2-(1)</u>                          | PAGE NO. <u>2 of 3</u>                    |
| SUBJECT: <u>APPOINTMENT TO VACANT<br/>POSITIONS - PROMOTIONS</u> | DATE ISSUED <u>05-01-2005</u>             |
| REFERENCE POLICY DIRECTIVE NO. <u>B-305-2</u>                    | DATE EFFECTIVE <u>05-01-2005</u>          |
| DATED <u>09-01-94</u>                                            | REPLACED NO. <u>B-305-2-(1 )</u>          |
| REF <u>Title 74§840-4.15</u>                                     | DATE <u>02-29-2000</u>                    |
|                                                                  | ISSUED BY <u>Human Resources Division</u> |
|                                                                  | APPROVED BY <u>s/s Bruce Taylor</u>       |
|                                                                  | <u>Deputy Director/Chief<br/>Engineer</u> |

## D. Applicant Responsibilities

1. Submit a completed *OPM-4B* to the person(s) listed on the job announcement before the announced closing date.
2. Apply through the open competitive procedure or other authorized selection process.
3. Provide all pertinent information as to his or her qualifications and abilities.

## E. Consideration Factors and Methods

1. Education, experience, performance appraisals, discipline (if any) and other qualifications or conduct related to the expected ability of an individual to perform the work.
2. The AA may also post and consider special additional factors, such as:
  - a. Limiting consideration to permanent classified ODOT employees
  - b. Special working conditions, e.g., frequent travel, hazardous duty, shift work, and required overtime
  - c. Selective qualifications
3. Consideration methods may include review of personnel records, applications, ratings, work histories, attendance records, test results, references, personal background investigation, and other information relating to a person's eligibility, conduct or qualifications. Applicants may be required to participate in interviews and other selection procedures.

## F. Promotional Preference - (Given When Merit, Ability and Capacity are Relatively Equal Among Applicants)

1. ODOT Employees
2. Seniority

## G. Salary Upon Promotion (MR 530:10-7-14(b))

1. Employees are promoted at least to the hiring rate of the new job family level in accordance with the salary guidelines issued by the Human Resources Division.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                              |                                           |
|--------------------------------------------------------------|-------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-305-2-(1)</u>                      | PAGE NO. <u>3 of 3</u>                    |
| SUBJECT: <u>APPOINTMENT TO VACANT POSITIONS - PROMOTIONS</u> | DATE ISSUED <u>05-01-2005</u>             |
| REFERENCE POLICY DIRECTIVE NO. <u>B-305-2</u>                | DATE EFFECTIVE <u>05-01-2005</u>          |
| DATED <u>09-01-94</u>                                        | REPLACED NO. <u>B-305-2-(1)</u>           |
| REF <u>Title 74§840-4.15</u>                                 | DATE <u>02-29-2000</u>                    |
|                                                              | ISSUED BY <u>Human Resources Division</u> |
|                                                              | APPROVED BY <u>s/s Bruce Taylor</u>       |
|                                                              | <u>Deputy Director/Chief Engineer</u>     |

2. Employees receive at least a 5% minimum pay increase.
3. Employees may receive up to a 20% pay increase. In some cases, a promotion to the hiring rate of the new job family and level will exceed the 20% maximum.
4. No employee receives pay in excess of the maximum pay rate for the new job family level.

## H. Trial Period/Probationary Period (MR 530:10-11-55 and MR 530:10-11-30)

1. *Promoted employees* serve a six (6) month *trial period* unless waived in writing. The trial period may be waived at any time.
2. All *original appointments* to classified positions serve a one (1) year *probationary period*. The probationary period may be waived at any time after six (6) months.

## I. Actions Not Subject to this Policy

1. All unclassified appointments (includes temporary appointments)
2. Details to special duty
3. Intra-agency or interagency lateral transfers
4. Reinstatements
5. Direct reallocations
6. Career progression promotions within a Job Family
7. Any personnel action ordered or approved by the Merit Protection Commission or other body of competent jurisdiction
8. Appointment of a Carl Albert Public Internship Program Executive Fellow to a classified position immediately upon completion of a two-year internship program
9. Appointment of a State Work Incentive Program employee to a classified position immediately upon completion of a two-year work program
10. Engineer Interns promoted to Professional Engineer

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                      |                                                                                                       |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-305-2-(2)</u>                              | PAGE NO. <u>1 of 2</u>                                                                                |
| SUBJECT: <u>APPOINTMENT TO VACANT</u><br><u>POSITIONS - TRANSFER</u> | DATE ISSUED <u>07-01-90</u>                                                                           |
| REFERENCE POLICY DIRECTIVE NO. <u>B-305-2</u>                        | DATE EFFECTIVE <u>07-01-90</u>                                                                        |
| DATED <u>05-08-85</u>                                                | REPLACED NO. <u>B-305-2-(2)</u>                                                                       |
|                                                                      | DATE <u>10-15-86</u>                                                                                  |
|                                                                      | ISSUED BY <u>Assistant Director-Human</u><br><u>Resources &amp; Training</u><br><u>s/s Jon Powell</u> |

## DEFINITION

This means a change of a permanent employee from one geographical location, or from one classified position, to the same or a comparable classified position of equal rank.

## ELIGIBILITY REQUIREMENTS

A vacant position must exist on the receiving units of Table of Organization.

Only permanent employees (those who have completed their probationary status) can be transferred. However, probationary employees can be transferred when the transfer involves no change in employee classification or geographical location.

## IMPLEMENTATION (SPECIFIC)

A transfer may be initiated by an individual employee or by the Department. A transfer may result in a promotion, demotion, or result in no change in classification, grade and salary of the transferred employee. The effective date of all transfers are to be the first day of a month, except in emergency situations. In order for the transfer to be effective during the current pay period, the "Personnel Authorization Form" (DT Form 66-A) must be received by the Human Resources Division by the fifteenth (15th) day of the month.

### A. Intra-Agency Transfer

#### 1. Transfer at the Request of the Employee

When an employee wishes to be considered for transfer within the Department, an employee request must be made in writing through normal supervisory channels to the Human Resources Division. The Human Resources Division will make known the request to the division to which the employee wishes to transfer. That division is under no obligation to consider the transfer; however, if that division does wish to consider the transfer, they may do so by responding positively to the Human Resources Division, who will notify the employee.

It is the employee's responsibility to arrange with the employee's immediate supervisor an interviewing time which will least interfere with the work in progress. The losing and the gaining divisions must both agree with the transfer and mutually agree on the effective date.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                      |                                                                                                       |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-305-2-(2)</u>                              | PAGE NO. <u>2 of 2</u>                                                                                |
| SUBJECT: <u>APPOINTMENT TO VACANT</u><br><u>POSITIONS - TRANSFER</u> | DATE ISSUED <u>07-01-90</u>                                                                           |
| REFERENCE POLICY DIRECTIVE NO. <u>B-305-2</u>                        | DATE EFFECTIVE <u>07-01-90</u>                                                                        |
| DATED <u>05-08-85</u>                                                | REPLACED NO. <u>B-305-2-(2)</u>                                                                       |
|                                                                      | DATE <u>10-15-86</u>                                                                                  |
|                                                                      | ISSUED BY <u>Assistant Director-Human</u><br><u>Resources &amp; Training</u><br><u>s/s Jon Powell</u> |

## 2. Transfer at the Request of the Department

The Department may transfer permanent employees from one work unit to another work unit within the same, or a different, geographical area, based on workload or the needed expertise of the employee being transferred. Such a transfer may be temporary (not in excess of six months) or permanent.

A transfer cannot be appealed except when such transfer results in a change of classification, a reduction in salary, or when allegations of discrimination occur as a result of the transfer. Employees transferred to another geographical location may be eligible to receive a moving allowance and per-diem.

The gaining and the losing organizational units must coordinate the transfer through their respective Assistant Directors. When an effective date is agreed upon, the losing unit initiates a "Payroll Authorization Form" (DT Form 66-A), effecting the transfer. The receiving unit completes the form, which is then sent to the Human Resources Division. Unit personnel records are to be transferred to the receiving unit.

## B. Interagency Transfer

An interagency transfer must be requested in writing by the employee seeking transfer, and must have the concurrence of both agencies.

A probationary period for the transferred employee is optional with the receiving agency, but if given, the employee must be so informed in writing prior to the effective date of the transfer, with a copy sent to the Human Resources Division.

The receiving agency has the option of accepting the transferred employee's accumulated, annual and sick leave, or may require that all, or a portion, of the employee's annual leave be paid for by the agency from which the employee is transferred prior to the transfer. In no instance, however, will this Department accept more than 120 hours accumulated annual leave.

## IMPLEMENTATION (ADVISORY)

Employees should not be recommended for transfer within the Department when documented facts show they should be terminated.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                               |                                             |
|-----------------------------------------------|---------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-305-2-(3)</u>       | PAGE NO. <u>1 of 2</u>                      |
| SUBJECT: <u>APPOINTMENT TO VACANT</u>         | DATE ISSUED <u>04-01-84</u>                 |
| <u>POSITIONS - REINSTATEMENT</u>              | DATE EFFECTIVE <u>04-01-84</u>              |
| REFERENCE POLICY DIRECTIVE NO. <u>B-305-2</u> | REPLACED NO. _____                          |
| DATED <u>04-01-84</u>                         | DATE _____                                  |
|                                               | ISSUED BY <u>AD - Human Resources &amp;</u> |
|                                               | <u>Training</u>                             |
|                                               | Ss/s <u>Jon Powell</u>                      |

## DEFINITION

This means the rehiring of a former permanent Department employee or former permanent employee who worked for another state agency.

## ELIGIBILITY REQUIREMENTS

A vacant position must exist on the requesting unit's Table of Organization.

The applicant must:

- (1) have been classified as a permanent employee at the time of separation.
- (2) resigned while in good standing (been recommended for rehire on the last "Payroll Authorization Form" (DT Form 66-A)) removing the employee from service.
- (3) meet the minimum qualifications for the position applied for and pass a qualifying examination, if required.
- (4) enter on duty (be reinstated) within a period of time equivalent to the total previous probational and permanent service with this or another state agency. Only classified service may count toward reinstatable time.

Permanent and probationary employees who have been laid off as a result of a reduction-in-force shall be eligible for reinstatement for at least one year from the date of lay off.

## IMPLEMENTATION (SPECIFIC)

The requesting division must have an approved "Employee Requisition Form" (DT Form P-101(T)). The applicant must submit to the Human Resources Division a "Personal Data Summary Sheet" (OPM 4-B); an Employment Application; and a letter requesting reinstatement. When approved, the reinstatement action can be finalized by the submission of a "Payroll Authorization Form" (DT Form 66-A).

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                               |                                             |
|-----------------------------------------------|---------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-305-2-(3)</u>       | PAGE NO. <u>2 of 2</u>                      |
| SUBJECT: <u>APPOINTMENT TO VACANT</u>         | DATE ISSUED <u>04-01-84</u>                 |
| <u>POSITIONS - REINSTATEMENT</u>              | DATE EFFECTIVE <u>04-01-84</u>              |
| REFERENCE POLICY DIRECTIVE NO. <u>B-305-2</u> | REPLACED NO. _____                          |
| DATED <u>04-01-84</u>                         | DATE _____                                  |
|                                               | ISSUED BY <u>AD - Human Resources &amp;</u> |
|                                               | <u>Training</u>                             |
|                                               | Ss/s <u>Jon Powell</u>                      |

Reinstated employees can be required to serve a probationary period of six (6) months, or less.

## IMPLEMENTATION (ADVISORY)

Normally, a reinstated employee will be paid at the same rate of pay the employee was making when the employee left state employment if that rate corresponds with the current salary schedule. A reinstated employee may be paid at any rate or equivalent step at or below the highest rate of equivalent step when previously employed.

Supervisors should check applicant's work history, attitudes, and other background information before making a commitment to rehire. The applicant should be interviewed and considered in the same manner in which a new employee would be considered.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                       |                                                                |
|-----------------------------------------------------------------------|----------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-305-2-(4)</u>                               | PAGE NO. <u>1 of 2</u>                                         |
| SUBJECT: <u>APPOINTMENT TO VACANT</u><br><u>POSITIONS - TEMPORARY</u> | DATE ISSUED <u>07-01-90</u>                                    |
| REFERENCE POLICY DIRECTIVE NO. <u>B-305-2</u>                         | DATE EFFECTIVE <u>07-01-90</u>                                 |
| DATED <u>04-17-87</u>                                                 | REPLACED NO. <u>B-305-2-(4)</u>                                |
|                                                                       | DATE <u>06-30-87</u>                                           |
|                                                                       | ISSUED BY <u>AD - Human Resources &amp;</u><br><u>Training</u> |
|                                                                       | <u>s/s Jon Powell</u>                                          |

## DEFINITION

This means the hiring of an employee in the unclassified service for less than 1,000 hours in any twelve month period when work projects would not require a permanent career employee.

## ELIGIBILITY REQUIREMENTS

Except for summer employees, a vacant position must exist in the requesting unit's Table of Organization.

An applicant for a temporary appointment does not have to meet minimum qualifications for the class of position being filled.

Applicant must be eighteen (18) years of age. In positions where the employee will be operating equipment, the applicant must possess the proper operator's license at time of appointment.

## IMPLEMENTATION (SPECIFIC)

The division seeking to fill a vacant position with a temporary employee, except for summer, will submit an "Employee Requisition Form (DT Form P-101(T)), specifying the request is for a temporary employee, to the appropriate Assistant Director for approval, who will in turn forward the approved requisition to the Human Resources Division for processing.

The Payroll Authorization Form (DT Form 66-A) should indicate "Temporary" in Job Classification and "0020" in Job Code. Also, the following should be stated in remarks "Unclassified as per 840.8(8) of Title 74." If the appointment is between May 1st and October 31st, and is for summer only, indicate "Temporary/Seasonal" in Job Classification on DT Form 66-A.

A temporary employee can be employed for less than 1,000 hours in any twelve month period. Employment with any and all State Agencies count toward the 1,000 hour limit.

No temporary appointment shall confer on the employee any privilege, right of appeal or right of position. Time served as a temporary employee will not be counted as time served in probationary status. Temporary employees shall not be entitled to any leave other than leave without pay, and shall not be accorded any fringe benefits.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                       |                                                                |
|-----------------------------------------------------------------------|----------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-305-2-(4)</u>                               | PAGE NO. <u>2 of 2</u>                                         |
| SUBJECT: <u>APPOINTMENT TO VACANT</u><br><u>POSITIONS - TEMPORARY</u> | DATE ISSUED <u>07-01-90</u>                                    |
| REFERENCE POLICY DIRECTIVE NO. <u>B-305-2</u>                         | DATE EFFECTIVE <u>07-01-90</u>                                 |
| DATED <u>04-17-87</u>                                                 | REPLACED NO. <u>B-305-2-(4)</u>                                |
|                                                                       | DATE <u>06-30-87</u>                                           |
|                                                                       | ISSUED BY <u>AD - Human Resources &amp;</u><br><u>Training</u> |
|                                                                       | <u>s/s Jon Powell</u>                                          |

All summer appointments are approved by the Director or his designee.

Summer employees are not eligible for any fringe benefits, except as provided for in this Policy Directive, nor do they have any rights of appeal.

Summer employees are normally employed between May 1st, and August 31st. Extension of employment of summer employees beyond August 31st will be accomplished with a written request from the Division Head to the Director, and specific written approval from the Director.

When working in a position which would ordinarily qualify for overtime pay, temporary employees may be paid such pay, subject to the provisions of the Overtime Pay Policy Directive.

## **IMPLEMENTATION (ADVISORY)**

Supervisors should make sure applicants are aware of the various limitations.

Temporary appointments should be used only when a true temporary need exists.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                              |                                                          |
|------------------------------------------------------------------------------|----------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-305-2-(5)</u>                                      | PAGE NO. <u>1 of 1</u>                                   |
| SUBJECT: <u>APPOINTMENT TO VACANT POSITIONS -<br/>DETAIL TO SPECIAL DUTY</u> | DATE ISSUED <u>07-01-90</u>                              |
| REFERENCE POLICY DIRECTIVE NO. <u>B-305-2</u>                                | DATE EFFECTIVE <u>07-01-90</u>                           |
| DATED <u>04-01-84</u>                                                        | REPLACED NO. <u>B-305-2-(5)</u>                          |
|                                                                              | DATE <u>04-01-84</u>                                     |
|                                                                              | ISSUED BY <u>AD - Human Resources &amp;<br/>Training</u> |
|                                                                              | <u>s/s Jon Powell</u>                                    |

## DEFINITION

This means appointing a permanent employee to another class or position within the agency. This is a temporary assignment in the same or another work unit, but could result in a permanent transfer and reclassification.

## ELIGIBILITY REQUIREMENTS

Employee must have permanent status.

Employee being detailed to special duty must not have received a similar appointment to the same classification during the previous two-year period.

## IMPLEMENTATION (SPECIFIC)

A supervisor wishing to make a "Detail to Special Duty Appointment" must submit a "Payroll Authorization Form" (DT Form 66-A), along with a written statement outlining the reason for the action, and approved by the appropriate Assistant Director, to the Human Resources Division, who will forward the submission to the Office of Personnel Management for their approval. A "Detail to Special Duty Appointment" must have the prior approval of the Administrator of the Office of Personnel Management and cannot exceed six (6) months in any twenty-four (24) month period.

## IMPLEMENTATION (ADVISORY)

Supervisors should inform the employee of the time limitation on the assignment, and that it may not result in permanent reclassification. While the time an employee serves on "Detail to Special Duty Appointment" can be counted as qualifying experience toward meeting minimum qualifications of that classification, this usage should be rare.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                     |                                                                |
|---------------------------------------------------------------------|----------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-305-2-(6)</u>                             | PAGE NO. <u>1 of 2</u>                                         |
| SUBJECT: <u>APPOINTMENT TO VACANT POSITION</u><br><u>- DEMOTION</u> | DATE ISSUED <u>07-01-90</u>                                    |
| REFERENCE POLICY DIRECTIVE NO. <u>B-305-2</u>                       | DATE EFFECTIVE <u>07-01-90</u>                                 |
| DATED <u>04-01-84</u>                                               | REPLACED NO. <u>B-305-2-(6)</u>                                |
|                                                                     | DATE <u>12-13-85</u>                                           |
|                                                                     | ISSUED BY <u>AD - Human Resources &amp;</u><br><u>Training</u> |
|                                                                     | <u>s/s Jon Powell</u>                                          |

## DEFINITION

This means a change of a classified employee from a present classification to a position in a lower classification. Demotion may be voluntary or involuntary.

## ELIGIBILITY REQUIREMENT

A vacant position must exist on the receiving unit's Table of Organization.

The employee must meet the minimum requirements of the new position.

## IMPLEMENTATION (SPECIFIC)

### A. Voluntary Demotion

If, for personal or other reasons, a permanent employee requests to be demoted to a position in a lower classification, such a request may be granted by the Department. The request must be made in writing by the employee to the employee's immediate supervisor. This statement, accompanied by a properly executed "Payroll Authorization Form" (DT Form 66-A), and approved by the appropriate Division Head and Assistant Director, should be forwarded to the Human Resources Division.

A voluntary demotion cannot be appealed.

A probationary period of not more than six (6) months may be required of the demoted employee.

A permanent, classified employee in a class or position for which lay-offs are to be effected under a Reduction-in-Force Policy Directive may elect a voluntary demotion in lieu of the lay-off.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                     |                                                                |
|---------------------------------------------------------------------|----------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-305-2-(6)</u>                             | PAGE NO. <u>2 of 2</u>                                         |
| SUBJECT: <u>APPOINTMENT TO VACANT POSITION</u><br><u>- DEMOTION</u> | DATE ISSUED <u>07-01-90</u>                                    |
| REFERENCE POLICY DIRECTIVE NO. <u>B-305-2</u>                       | DATE EFFECTIVE <u>07-01-90</u>                                 |
| DATED <u>04-01-84</u>                                               | REPLACED NO. <u>B-305-2-(6)</u>                                |
|                                                                     | DATE <u>12-13-85</u>                                           |
|                                                                     | ISSUED BY <u>AD - Human Resources &amp;</u><br><u>Training</u> |
|                                                                     | <u>s/s Jon Powell</u>                                          |

## B. Involuntary Demotion

A permanent employee may be demoted as a disciplinary measure (see Policy Directive B-312-1); however, the principal use of Involuntary Demotion is to correct erroneous classifications.

The demotion is accomplished by the proper execution of "Payroll Authorization Form" (DT Form 66-A).

Involuntary Demotion of a position occupied by an incumbent can only occur upon approval of the Office of Personnel Management and as a result of a reallocation of the position.

Before demoting an incumbent to a reallocated position, supervisors must first consider, increasing the duties of the position to match the incumbent's classification and lateral transfer of the incumbent.

A written statement setting forth the specific cause for the demotion must be sent to the employee by certified mail within five (5) days before the effective date of the demotion, and a copy of the statement filed with the Merit Protection Commission.

In such cases, demoted employees must be advised of their rights to appeal the action, both under the Department's Formal Grievance Process and the Merit Protection Commission, if the employee feels that the demotion was disciplinary in nature.

## IMPLEMENTATION (ADVISORY)

If, for some valid reason, a permanent employee is not able to function in the assigned position, supervisors should advise the employee that the employee can request a voluntary demotion to a lower classified position for which the employee is qualified.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                                     |                                                                |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-305-2-(7)</u>                                             | PAGE NO. <u>1 of 3</u>                                         |
| SUBJECT: <u>APPOINTMENT TO VACANT POSITIONS -</u><br><u>PROBATIONARY/ PERMANENT</u> | DATE ISSUED <u>07-01-90</u>                                    |
| REFERENCE POLICY DIRECTIVE NO. <u>B-305-2</u>                                       | DATE EFFECTIVE <u>07-01-90</u>                                 |
| DATED <u>06-17-87</u>                                                               | REPLACED NO. <u>B-305-2-(10)</u>                               |
|                                                                                     | DATE <u>06-17-87</u>                                           |
|                                                                                     | ISSUED BY <u>AD - Human Resources &amp;</u><br><u>Training</u> |
|                                                                                     | <u>s/s Jon Powell</u>                                          |

## DEFINITION

This means all original appointments to permanently authorized positions.

## ELIGIBILITY REQUIREMENTS

A vacant position must exist on the requesting unit's Table of Organization.

Applicant must be certified as eligible for hiring (applicant's name must appear in a hireable position on an approved register issued from the Office of Personnel Management), except when the position is a non-competitive position allowing local recruiting.

## IMPLEMENTATION (SPECIFIC)

The Division seeking to fill a vacant position will submit an "Employee Requisition Form" (DT Form P-101(T)) to the appropriate Assistant Director. If approved, the requisition will then be forwarded to the Human Resources Division.

If the Human Resources Division determines that the Promotional Bulletin process is not required, or, upon the completion of the Promotional Bulletin process, if no suitable applicant has been selected for internal promotion, the Human Resources Division will request a register from the Office of Personnel Management.

When an approved register is received by the Human Resources Division in response to a request from a Field Division, the register is sent directly to the requesting Field Division, so that they may contact and interview eligible applicants.

**Note:** When the position is non-competitive and the register will allow local recruiting, the Human Resources Division will verify only that there are or are not persons with veteran's preference on the local register, and will so inform the requesting division. If there are no individuals with veterans preference on the register, divisions are free to hire locally.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                                     |                                                                |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-305-2-(7)</u>                                             | PAGE NO. <u>2 of 3</u>                                         |
| SUBJECT: <u>APPOINTMENT TO VACANT POSITIONS -</u><br><u>PROBATIONARY/ PERMANENT</u> | DATE ISSUED <u>07-01-90</u>                                    |
| REFERENCE POLICY DIRECTIVE NO. <u>B-305-2</u>                                       | DATE EFFECTIVE <u>07-01-90</u>                                 |
| DATED <u>06-17-87</u>                                                               | REPLACED NO. <u>B-305-2-(10)</u>                               |
|                                                                                     | DATE <u>06-17-87</u>                                           |
|                                                                                     | ISSUED BY <u>AD - Human Resources &amp;</u><br><u>Training</u> |
|                                                                                     | <u>s/s Jon Powell</u>                                          |

When an approved register is received by the Human Resources Division in response to a request from a Central Office Division, the Human Resources Division will coordinate an interview schedule with the requesting unit, mail notices to all eligible applicants informing them of the interview, then send the register directly to the requesting unit.

The conduct of the interview process and the selection of an eligible respondent to fill the vacancy is the responsibility of the requesting unit.

Once an individual has been chosen for employment, it is the responsibility of the hiring unit to complete and forward through proper channels to the Human Resources Division the following;

- (1) Payroll Authorization Form - (DT Form 66-A)
- (2) Social Security Verification Certificate
- (3) Employee Withholding Allowance Certificate (W-4)
- (4) Group Health and Life Insurance Enrollment Form
- (5) Group Health and Life Insurance Enrollment Form - Dental
- (6) Loyalty Oath
- (7) Post Employment Status Form - EEO
- (8) Oklahoma Public Employees Retirement System - Enrollment Form
- (9) Notice of Right to Continue Coverage - COBRA
- (10) Sooner Flex Enrollment Form
- (11) INS Form I-9, EMPLOYMENT ELIGIBILITY VERIFICATION.

**Note:** Employees must complete the first section of the I-9 at the time they report to work. The supervisor must physically examine and copy the documentation listed on the I-9 and complete Section 2 of the form within three business days of the hire. If the employee is unable to provide the required documentation within the three business days, he or she must present a receipt for the application for the documents within the three-day period and the documents within 21 days of the date he or she reports to work.

All original classified appointments require a probationary period. Every employee will be properly evaluated at the end of the fifth month, or not later than prior to the end of the original probationary

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                                     |                                                                |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-305-2-(7)</u>                                             | PAGE NO. <u>3 of 3</u>                                         |
| SUBJECT: <u>APPOINTMENT TO VACANT POSITIONS -</u><br><u>PROBATIONARY/ PERMANENT</u> | DATE ISSUED <u>07-01-90</u>                                    |
| REFERENCE POLICY DIRECTIVE NO. <u>B-305-2</u>                                       | DATE EFFECTIVE <u>07-01-90</u>                                 |
| DATED <u>06-17-87</u>                                                               | REPLACED NO. <u>B-305-2-(10)</u>                               |
|                                                                                     | DATE <u>06-17-87</u>                                           |
|                                                                                     | ISSUED BY <u>AD - Human Resources &amp;</u><br><u>Training</u> |
|                                                                                     | <u>s/s Jon Powell</u>                                          |

period, and a decision made to either make the employee permanent, extend the probationary period, or terminate the employee. At any time during the probationary period, a probationary employee may be separated from the classified service without right of appeal or hearing except for allegations of discrimination.

## IMPLEMENTATION (ADVISORY)

Applicants for non-competitive field positions must fill out an "Application Form" (Form OMB-4) completely, and sign in ink. They should be notified that the application becomes void after two (2) years from the date it is filled out.

When a position becomes vacant and the register will allow local recruiting, the supervisor must review all active applications and determine that all qualified persons without regard to race, color, religion, sex, national origin, age, or physical impairment, be considered for employment.

The supervisor must be satisfied that the most qualified applicant for employment has been selected.

Each supervisor will sign a non-discrimination certificate.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-305-3**

SUBJECT **PROBATIONARY EMPLOYEE/PERIOD**

PAGE NO. **1 of 3**

DATED **07-01-90**

EFFECTIVE DATE  
**07-01-90**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Jack L. Blaess**

POLICY REPLACED

POLICY NO.  
**New Policy**

PAGE NO.  
**All**

DATED  
**04-01-84**

## **POLICY**

**ALL PROBATIONARY/PERMANENT APPOINTMENTS TO CLASSIFIED POSITIONS WILL, AND CERTAIN OTHER APPOINTMENTS MAY, REQUIRE THE EMPLOYEE TO SERVE A PROBATIONARY PERIOD.**

## **DEFINITION**

**Probationary Employee** - means a classified employee who has not yet acquired permanent status with the Department.

**Probationary Period** - means a working test period during which a probationary employee is required to demonstrate fitness for the position to which appointed by the satisfactory performance of the duties and responsibilities of the position.

## **IMPLEMENTATION (SPECIFIC)**

### **A. Probationary/Permanent Appointments**

A probationary/permanent appointment to a classified position shall carry with it a mandatory probationary period of six (6) months. Permanent status may not be granted until the probationary period has been successfully completed. Permanent status will begin at the end of the final working day of the probationary period.

### **B. Other Appointments**

The following appointments to vacant, classified positions may, at the discretion of the receiving unit, carry with them a probationary period: promotion, inter-agency transfer, reinstatement, and voluntary demotion. In all such appointments the probationary period can not exceed six (6) months duration, but can be for a lesser period of time. Such probationary periods can be canceled at any time by the appropriate supervisor

|                                              |                                 |                                                 |                          |
|----------------------------------------------|---------------------------------|-------------------------------------------------|--------------------------|
| <b>OKLAHOMA DEPARTMENT OF TRANSPORTATION</b> |                                 |                                                 |                          |
| <b>POLICY DIRECTIVE</b>                      |                                 |                                                 | <b>NO. B-305-3</b>       |
| SUBJECT <b>PROBATIONARY EMPLOYEE/PERIOD</b>  |                                 | PAGE NO. <b>2 of 3</b><br>DATED <b>07-01-90</b> |                          |
| EFFECTIVE DATE<br><b>07-01-90</b>            | ISSUED BY<br><b>DIRECTOR</b>    | APPROVED<br><b>s/s Jack L. Blaess</b>           |                          |
| POLICY REPLACED                              | POLICY NO.<br><b>New Policy</b> | PAGE NO.<br><b>All</b>                          | DATED<br><b>04-01-84</b> |

(thereby giving the employee permanent status).

The following appointments to vacant, classified positions do not allow a probationary period: intra-agency transfer, temporary, detail to special duty, involuntary demotion, and unclassified or exempt.

### C. Probationary Period Extension

Probationary/permanent appointments only can be extended for up to an additional three (3) months. Such an extension can be for lesser periods of time, and can be canceled at any time by the appropriate supervisor (thereby making the employee permanent).

Every employee will be properly evaluated at the end of the probationary period, and a decision made to either make the employee permanent, extend the probationary period, or terminate the employee.

Any action taken to remove an employee from probationary and place the employee on permanent status, to place other than an employee hired on a probationary/permanent appointment on probationary status, or to extend the probationary period of a probationary/permanent employee, must be accomplished by the submission of a properly executed "Payroll Authorization Form" (DT Form 66-A).

No action, either placing an employee on probationary status or extending a probationary period, can be taken retroactively. Any such action taken after the employee is hired or after the probationary period has expired, will not be permitted.

Any personnel action removing an employee from probationary status and placing the employee on permanent status and/or extending the probationary period must be accompanied by a properly completed "Employee Service Evaluation" form. Such rating shall be made no later than thirty (30) days prior to the end of the probationary period. Failure of the supervisor to take action before the expiration of any probationary period will result in the employee automatically becoming a permanent employee.

A probationary employee can not be changed from part-time to full-time; however, the employee can be changed from full to part-time, upon the written request of the employee, appropriate supervisory approval, and Office of Personnel Management approval.

A probationary employee may be suspended without pay for disciplinary or internal

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-305-3**

SUBJECT **PROBATIONARY EMPLOYEE/PERIOD**

PAGE NO. **3 of 3**

DATED **07-01-90**

EFFECTIVE DATE  
**07-01-90**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Jack L. Blaess**

POLICY REPLACED

POLICY NO.  
**New Policy**

PAGE NO.  
**All**

DATED  
**04-01-84**

investigatory reasons for up to sixty (60) calendar days.

A probationary employee is entitled to accrued annual and sick leave in the same manner and under the same conditions as permanent employees.

Upon written request, a probationary employee may be granted leave-without-pay. If such leave exceeds a total of five (5) working days, the probationary period will be extended by the amount of leave-without-pay granted in excess of five (5) working days.

No probationary employee shall receive a performance pay increase; neither shall the employee be eligible for promotion or demotion to another class, nor be transferred to another class of position or agency.

At any time during the probationary period, a probationary employee may be released without right of appeal or hearing except for allegations of discrimination.

## **IMPLEMENTATION (ADVISORY)**

Supervisors are responsible for carefully observing and evaluating the work performances of probationary employees.

Supervisors should advise probationary employees they are serving a probationary period and communicate with the employees, and encourage them to ask questions if they are not sure of tasks to be performed. Supervisors should compliment employees on good work performed and tell employees how to correct any deficiencies.

Supervisors should keep notes of employees work performance on a continuing basis in order to make recommendations for permanent status, extension or termination, and to properly document performance on the Employee Service Evaluation form.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                           |                              |                                                 |                          |
|-------------------------------------------|------------------------------|-------------------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                   |                              | <b>NO. B 305-4</b>                              |                          |
| SUBJECT <b>SEPARATION FROM EMPLOYMENT</b> |                              | PAGE NO. <b>1 of 4</b><br>DATED <b>03-01-96</b> |                          |
| EFFECTIVE DATE<br><b>03-01-96</b>         | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Neal A. McCaleb</b>          |                          |
| POLICY REPLACED<br><b>Yes</b>             | POLICY NO.<br><b>B-305-4</b> | PAGE NO.<br><b>All</b>                          | DATED<br><b>08-10-94</b> |

## POLICY

**AN EMPLOYEE MAY SEPARATE FROM EMPLOYMENT WITH THE DEPARTMENT EITHER VOLUNTARILY OR INVOLUNTARILY. EXCEPT AS NOTED IN THIS POLICY DIRECTIVE, SEPARATION FROM EMPLOYMENT TERMINATES EMPLOYEE BENEFITS AND RIGHTS OF EMPLOYMENT.**

## IMPLEMENTATION (SPECIFIC)

Voluntary separation from employment is either by resignation, retirement or inter-agency transfer.

Involuntary separation is either by discharge, reduction-in-force, death or by the expiration of Leave-without-pay, or by the forfeiture of office or employment.

Forfeiture of office or employment is not discretionary and termination procedures must be implemented as soon as it is known or discovered that an employee has forfeited his position.

## RESIGNATION

Separation is accomplished by the submission of a properly executed and approved "Payroll Authorization Form" (DT Form 66-A), through proper channels to the Human Resources Division, indicating "Payroll Removal - Resignation" in Block No. 1, "Type of Action." The written resignation of the employee should be attached to the DT Form 66-A.

An employee who fails to provide such proper notice may be allowed to resign "in good standing" if exceptional circumstances exist, and if the employee has obtained approval to do so from the employee's division head. A written resignation, once submitted to proper authority, is final, and may not be withdrawn by the employee except by permission of the employee's division head.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                           |                              |                                                 |                          |
|-------------------------------------------|------------------------------|-------------------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                   |                              | <b>NO. B 305-4</b>                              |                          |
| SUBJECT <b>SEPARATION FROM EMPLOYMENT</b> |                              | PAGE NO. <b>2 of 4</b><br>DATED <b>03-01-96</b> |                          |
| EFFECTIVE DATE<br><b>03-01-96</b>         | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Neal A. McCaleb</b>          |                          |
| POLICY REPLACED<br><b>Yes</b>             | POLICY NO.<br><b>B-305-4</b> | PAGE NO.<br><b>All</b>                          | DATED<br><b>08-10-94</b> |

## INTER-AGENCY TRANSFER

Separation is accomplished by the submission of a properly executed and approved "Payroll Authorization Form" (DT Form 66-A), through proper channels to the Human Resources Division, indicating "Payroll Removal - Inter-Agency Transfer" in Block No. 1, "Type of Action."

The employee must make the request for transfer in writing to the employee's supervisor. The written request must be attached to the DT Form 66-A.

## DISCHARGE

The Department may discharge a classified permanent employee for:

"...misconduct, insubordination, inefficiency, habitual drunkenness, inability or failure to perform the duties of the position in which employed, willful violation of the Oklahoma Personnel Act or Office of Personnel Management Rules, conduct unbecoming a public employee, conviction of a crime involving moral turpitude, or any other just cause."

In such cases, discharge is accomplished by the submission of a properly executed and approved "Payroll Authorization Form" (DT Form 66-A), through proper channels to the Human Resources Division, indicating "Payroll Removal - Discharge" in Block No. 1, "Type of Action."

Prior to discharge, classified permanent employees will be notified of their rights to a Pretermination Hearing as outlined in Policy Directive No. B-312-1, "Disciplinary/Termination Action and Administrative Order No. B-312-1-(1), "Predisciplinary/Pretermination Hearing Prior to Discharge, Suspension Without Pay, Involuntary Demotion, or Forfeiture of Office or Employment."

The employee must be notified of the discharge action within ten (10) working days from the effective date of this action by actual delivery of certified mail (return receipt requested). The Department's approved "Notice of Disciplinary Action" form must be used for this purpose. Included with this notification to classified employees must be a copy of the Merit Protection Commission Form EMC-200, "Petition for Appeal."

A probationary or unclassified/exempt employee may be dismissed. In such cases, dismissal is accomplished by the submission of a properly executed and approved "Payroll Authorization Form" (DT Form 66-A), through proper channels to the Human Resources Division, indicating "Payroll Removal", in Block No. 1, "Type of Action."



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                           |                              |                                                 |                          |
|-------------------------------------------|------------------------------|-------------------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                   |                              | <b>NO. B 305-4</b>                              |                          |
| SUBJECT <b>SEPARATION FROM EMPLOYMENT</b> |                              | PAGE NO. <b>3 of 4</b><br>DATED <b>03-01-96</b> |                          |
| EFFECTIVE DATE<br><b>03-01-96</b>         | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Neal A. McCaleb</b>          |                          |
| POLICY REPLACED<br><b>Yes</b>             | POLICY NO.<br><b>B-305-4</b> | PAGE NO.<br><b>All</b>                          | DATED<br><b>08-10-94</b> |

This action may not be appealed by the employee unless the dismissed employee alleges discrimination, or a violation of the employee's rights of discussing the operations of the agency either specifically or generally with others.

## FORFEITURE OF OFFICE OF EMPLOYMENT

In the event any appointed Department officer or employee, during the term for which he was appointed, pleads guilty or nolo contendere to, or is convicted of, a felony or any offense involving a violation of his official oath in a state or federal court of competent jurisdiction shall, immediately upon the entry of said plea or upon final conviction, forfeit said office or employment, as specified in Title 51, Section 24.1 of the Oklahoma Statutes.

In such cases, separation is accomplished by the submission of a properly executed and approved "Payroll Authorization Form" (DT Form 66-A), through proper channels to the Human Resources Division, indicating "Payroll Removal - Forfeiture of Position" in Block No. 1, "Type of Action."

Prior to termination, classified permanent employees will be notified of their rights to a Pretermination Hearing as outlined in Policy Directive No. B-312-1, "Disciplinary/Termination Action", and Administrative Order No. B-312-1-(1) Predisciplinary/Pretermination Hearing to Discharge, Suspension Without Pay, Involuntary Demotion of Forfeiture of Office or Employment."

The employee must be notified of the termination within ten (10) working days after the pretermination hearing by actual delivery or certified mail (return receipt requested). The Department's approved "Notice of Forfeiture of Office or Employment" form must be used for this purpose.

## REDUCTION IN FORCE

Separation from the Department as a result of a reduction-in-force will be governed by the approved Policy Directive No. B-305-1, "Reduction-in-Force."

## DEATH

Separation is accomplished by the submission of a properly executed and approved "Payroll Authorization Form" (DT Form 66-A), through proper channels to the Human Resources Division, indicating "Payroll Removal - Deceased", in Block No. 1, "Type of Action."

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                           |                              |                                                 |                          |
|-------------------------------------------|------------------------------|-------------------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                   |                              | <b>NO. B 305-4</b>                              |                          |
| SUBJECT <b>SEPARATION FROM EMPLOYMENT</b> |                              | PAGE NO. <b>4 of 4</b><br>DATED <b>03-01-96</b> |                          |
| EFFECTIVE DATE<br><b>03-01-96</b>         | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Neal A. McCaleb</b>          |                          |
| POLICY REPLACED<br><b>Yes</b>             | POLICY NO.<br><b>B-305-4</b> | PAGE NO.<br><b>All</b>                          | DATED<br><b>08-10-94</b> |

## RETIREMENT

Separation is accomplished by the submission of a properly executed and approved "Payroll Authorization Form" (DT Form 66-A), through proper channels to the Human Resources Division, indicating "Payroll Removal - Retirement", in Block No. 1, "Type of Action."

## IMPLEMENTATION (ADVISORY)

Written resignations should be dated, the effective date should be specified, and the resignation signed by the employee. Verbal resignations should be avoided, if possible.

Intra-agency transfers are more thoroughly covered by Administrative Order No. B-305-2-(2).

Supervisors should establish, and uniformly apply proper and reasonable procedures for approval of sick leave. Of course, situations may occur when an employee may not be able to contact the supervisor.

Supervisors should make every reasonable effort to determine the reason for employee unauthorized leave before taking disciplinary action.

Attached is a sample copy of the Department's "Notice of Separation from Employment" form, a sample copy of Merit Protection Commission Form EMC-200, "Petition for Appeal", "Notice of Disciplinary Action" form, and "Notice of Forfeiture of Office or Employment" form.

Supervisors should also be familiar with Policy Directive B-312-1, "Disciplinary/Termination Action", and Administrative Order B-312-1-(1), requiring a predisciplinary/pretermination hearing in certain actions.

Supervisors are responsible for insuring that persons who separate from the Department surrender all identification cards, credit cards, and any other items issued to them during their term of employment, and which belong to the Department.

The effective date of payroll removal for forfeiture of office or employment should be the date of the forfeiture whenever possible.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-305-5**

SUBJECT **LIMITED / LIGHT DUTY RETURN TO WORK**

PAGE NO. **1 of 2**

DATED **08-19-87**

EFFECTIVE DATE  
**08-19-87**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.

PAGE NO.  
**All**

DATED

## **POLICY**

**DIVISION HEADS SHALL MAKE REASONABLE ACCOMMODATION FOR EMPLOYEES WHO SEEK TO RETURN TO WORK FOLLOWING AN ILLNESS OR INJURY, PROVIDING SUCH ACCOMMODATION CAN BE MADE CONSISTENT WITH REASONABLE WORK AND OTHER REQUIREMENTS.**

## **IMPLEMENTATION (SPECIFIC)**

Each request for limited or light duty return to work must be evaluated on an individual basis. The division head may grant such a request, provided that the Department can make reasonable accommodation to the employee.

Employees may be temporarily (for a period not to exceed sixty (60) days) assigned to perform the duties of a class of position other than the class to which they hold permanent assignment, and may be temporarily assigned to other than their regular work unit during the period of limited or light duty.

In no case will the employee's request be granted until and unless the employee has presented a physician's statement specifically establishing the extent to which the employee can be permitted to perform the duties of his/her job requirements, and the specific time limits the physician has placed upon these limitations.

Matters to be considered in either accepting or rejecting such a request, any one of which may be sufficient to warrant rejection of a request for limited or light duty, shall include, but be not necessarily limited to:

- (1) The adequacy of the physician's statement

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-305-5**

SUBJECT **LIMITED / LIGHT DUTY RETURN TO WORK**

PAGE NO. **2 of 2**

DATED **08-19-87**

EFFECTIVE DATE  
**08-19-87**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.

PAGE NO.  
**All**

DATED

- (2) The nature of the injury of illness, particularly in terms of potential hazard to the employee or the potential of liability to the Department.
- (3) The time limits imposed by the physician and their effect upon departmental productivity, and whether or not there exists productive work for the employee to accomplish
- (4) The work requirements of the unit to which the employee is assigned
- (5) The availability of work in assignments other than to the unit to which the employee is regularly assigned
- (6) The cost to the Department of granting such a request, both in money and in any delayed completion time of work requirements

## **IMPLEMENTATION (ADVISORY)**

Supervisors may, in response to a physician's statement, correspond directly with the employee's physician in order to more fully ascertain the extent of the limitations imposed, and the time constraints associated with these limitations. It may be necessary to more fully outline the work requirements within the employee's job description.

In no case will the fact that the employee has filed, or may file, a Workers' Compensation Claim be a factor for consideration in either granting or denying the employee's request.

Employees may be placed on leave without pay for a reasonable time while considering a request for limited or light duty.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-305-6**

SUBJECT **EMPLOYMENT - COMMERCIAL DRIVERS LICENSE**

PAGE NO. **1 of 2**

DATED **05-12-92**

EFFECTIVE DATE  
**04-01-92**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Bobby Green**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

## **POLICY**

**PURSUANT TO TITLE 47 OF THE 1991 OKLAHOMA STATE STATUTES, ALL ODOT EMPLOYEES CLASSIFIED AS MAINTENANCE WORKERS I, II, AND SENIOR ARE REQUIRED TO POSSESS A CLASS "A" COMMERCIAL DRIVERS LICENSE WITH ONE ENDORSEMENT (TANKS).**

## **DEFINITION**

Title 47, Chapter 1, Section 1-107.1 "Class A Commercial Motor Vehicle," any combination of vehicles, except a Class D motor vehicle with a gross combined weight rating of twenty-six thousand one (26,001) or more pounds provided the gross vehicle weight rating of the vehicle or vehicles being towed is in excess of ten thousand (10,000) pounds.

Title 47, Chapter 6, Section 6-101, Subsection A, "No person, except those hereinafter expressly exempted in Section 6-102 of this title shall operate any motor vehicle upon a highway in this state unless such person has a valid Oklahoma license for the class of vehicle being operated under the provisions of this title. No person shall be permitted to possess more than one valid license at any time."

## **IMPLEMENTATION (SPECIFIC)**

Permanent employees presently in the Transportation Maintenance Worker I, II, or Senior must possess the Class A Commercial Drivers License and one endorsement (tanks). Permanent employees who do not possess the required license must complete an OPM-39 (Position Description Questionnaire) and will be reclassified according to the evaluation of the OPM-39 by the Office of Personnel Management.

Permanent employees classified as Transportation Maintenance Worker I, II, or Senior and not doing work requiring the Commercial Drivers License with endorsement must also submit an OPM-39.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-305-6**

SUBJECT

**EMPLOYMENT - COMMERCIAL DRIVERS LICENSE**

PAGE NO. **2 of 2**

DATED **05-12-92**

EFFECTIVE DATE

**04-01-92**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Bobby Green**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

Probationary employees, as of the effective date of this policy, must obtain their Commercial Drivers License with endorsement prior to the end of their probationary period. In some cases the probationary period may be extended to allow for an additional ninety (90) days in which to obtain the proper license. Probationary employees who do not have the Commercial Drivers License with endorsement by the end of their probationary period, or extended probationary period, will be released from employment with ODOT.

New employees, following the effective date of this policy, will either possess the Commercial Drivers License with endorsement when employed, or obtain the license within five (5) months of the beginning of the probationary period. New employees who do not obtain the proper license will be released prior to the end of their probationary period.

Applicants on merit system certificates who are being considered for employment shall be notified of the required license. Attached to this policy is the format to be used in notifying prospective employees of the license requirements. The applicant letter must be signed by the Division Head or designee. A copy of the letter will be retained in the Division personnel file if the applicant is employed.

Supervisors are responsible for verification of the Commercial Drivers License with endorsement (tanks).

Permanent employees who lose their license/endorsement for a period of more than ninety (90) days should be discharged for inability to perform the duties of the position.

Employees who are reclassified out of the Transportation Maintenance Worker series who receive the Trained Equipment Operator salary differential will not be eligible to obtain or continue to receive the two step salary differential.

In addition, their base pay may be reduced one salary step on demotion, if it appears that they may be able to obtain the required licensure at a later date.

APPLICANT LETTER: TMW I

Dear \_\_\_\_\_:

Thank you for your interest in employment with the Oklahoma Department of Transportation. Effective April 1, 1992, new federal and state regulations require that persons operating Department heavy equipment must possess a valid Oklahoma Commercial Driver's License. The position for which you have applied requires that you possess a valid Oklahoma Class "A" Commercial Driver's License with one endorsement (Tanks) within five (5) months of employment with this agency.

If you are selected for the position, you must obtain the above license and endorsement within five (5) months of employment with this agency. Failure to obtain the required license and endorsement will result in employment termination with this agency.

If your are interested in interviewing for this position, please contact \_\_\_\_\_, no later than \_\_\_\_\_, at \_\_\_\_\_.

Sincerely,

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-306-1**

SUBJECT

**REGULATORY SERVICES - TITLE VI AND THE  
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

PAGE NO. **1 of 1**

DATED **03-01-96**

EFFECTIVE DATE

**03-01-96**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Neal A. McCaleb**

POLICY REPLACED

**Yes**

POLICY NO.

**B-306-1**

PAGE NO.

**All**

DATED

**05-12-83**

## POLICY

THE ASSISTANT DIVISION MANAGER REGULATORY SERVICES IS ASSIGNED THE RESPONSIBILITIES OF MANAGING THE DEPARTMENT'S TITLE VI PROGRAM EXTERNAL CONTRACTOR COMPLIANCE AND THE DISADVANTAGED BUSINESS ENTERPRISE PROGRAM. THE MOST CURRENT PUBLISHED DISADVANTAGED BUSINESS ENTERPRISE PROGRAM POLICY MANUAL IS THE DBE POLICY OF THE DEPARTMENT.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-306-2**

SUBJECT **EQUAL EMPLOYMENT OPPORTUNITY AND  
AFFIRMATIVE ACTION**

PAGE NO. **1 of 2**  
DATED **03-08-84**

EFFECTIVE DATE  
**03-08-84**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s R.A. Ward**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

## **POLICY**

**IT IS THE POLICY OF THE DEPARTMENT OF TRANSPORTATION TO PROVIDE EQUAL OPPORTUNITY AND NO APPLICANT OR EMPLOYEE SHALL BE APPOINTED TO, OR DEMOTED OR DISMISSED FROM ANY POSITION, OR IN ANY WAY FAVORED OR DISCRIMINATED AGAINST WITH RESPECT TO APPLICATION FOR OR EMPLOYMENT BECAUSE OF PERSONAL, POLITICAL OR RELIGIOUS OPINIONS OR AFFILIATIONS, OR BECAUSE OF RACE, AGE, CREED, COLOR, NATIONAL ORIGIN, SEX, OR BY REASON OF ANY PHYSICAL HANDICAP.**

## **IMPLEMENTATION (SPECIFIC)**

All personnel will respect the dignity of fellow employees, male and female, and refrain from actions or comments which may suggest or imply discriminatory attitudes. The complete cooperation of every individual is required in carrying out the assigned responsibility of Equal Employment Opportunity. It is imperative that everyone observe the spirit and intent as well as the meaning of both state and federal laws governing Equal Employment Opportunity/Affirmative Action.

All employees of the Department are to actively participate and fully cooperate in this program to

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-306-2**

SUBJECT **EQUAL EMPLOYMENT OPPORTUNITY AND  
AFFIRMATIVE ACTION**

PAGE NO. **2 of 2**  
DATED **03-08-84**

EFFECTIVE DATE  
**03-08-84**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s R.A. Ward**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

promote Equal Employment Opportunity in every aspect of our employment policies and practices; including, but not limited to, recruiting, hiring, transfers, promotions, training, compensation, benefits, recognition (awards), layoffs and other terminations.

## **IMPLEMENTATION (ADVISORY)**

The "Oklahoma Department of Transportation - Affirmative Action Plan" is distributed throughout the Department to all supervisory personnel and to all major office areas. All supervisory personnel are to read and familiarize themselves with the plan, and to make a copy accessible to every employee upon request.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                             |                                                                                |
|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-306-2-(1)</u>                                     | PAGE NO. <u>1 of 1</u>                                                         |
| SUBJECT: <u>GRIEVANCE MANAGEMENT</u><br><u>INFORMATION - DISCRIMINATION</u> | DATE ISSUED <u>05-16-98</u>                                                    |
| REFERENCE POLICY DIRECTIVE NO. <u>B-306-2</u>                               | DATE EFFECTIVE <u>05-16-98</u>                                                 |
| DATED <u>03-08-84</u>                                                       | REPLACED NO. <u>B-306-2-(1)</u>                                                |
|                                                                             | DATE <u>01-02-92</u>                                                           |
|                                                                             | ISSUED BY <u>Asst. Dir. - Administration</u><br><u>s/s Michael E. Mayberry</u> |

## SECTION 1. Definition of a Discrimination Grievance

A '*discrimination grievance*' within the meaning of this Administrative Order shall be any properly filed complaint of any employee of the Department stating that the employee has been unlawfully discriminated against in his/her employment on account of race, religion, color, sex, national origin, age or handicap.

## SECTION 2. Filing a Formal Discrimination Grievance

An employee who wishes to file a formal discrimination grievance must follow the procedures outlined in Administrative Order No. B-301-1-(1) for the filing of a formal grievance with the Grievance Manager. The employee must file within twenty (20) calendar days after the employee is discriminated against, or first becomes aware of discrimination, on account of race, religion, color, sex, national origin, age or handicap. If the discrimination is a continuing condition, the employee must file within twenty (20) days after the last occurrence.

## SECTION 3. Procedures

The procedures for resolution of discrimination grievances will follow the applicable provisions of ODOT Policy Directive No. B-301-1 and Administrative Order No. B-301-1-(1), "Grievance Management Information, and the Internal Agency Grievance Resolution Procedure, Merit Rule 455:10-19, except that the employee may omit Step 1.

## IMPLEMENTATION (ADVISORY)

The employee should consult the Internal Agency Grievance Resolution, the Grievance Management Information Policy Directive and Administrative Order for the procedures and steps to use in a discrimination grievance.

Copies of the Internal Agency Grievance Resolution Form MPC Form 900 shall be available to employees in their Division Office and from the Grievance Manager.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-306-3**

SUBJECT **SEXUAL HARASSMENT - DISCRIMINATION**

PAGE NO. **1 of 2**

DATED **09-11-91**

EFFECTIVE DATE  
**09-11-91**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Bobby Green**

POLICY REPLACED  
**b-306-3**

POLICY NO.  
**306-3**

PAGE NO.  
**All**

DATED  
**03-08-84**

## **POLICY**

**ALL DEPARTMENT EMPLOYEES SHALL BE PROVIDED AN OPPORTUNITY TO WORK IN AN ORGANIZATIONAL ATMOSPHERE FREE FROM UNWANTED SEXUAL HARASSMENT. SEXUAL HARASSMENT IS PROHIBITED.**

## **DEFINITIONS**

Sexual harassment is a form of discrimination on the basis of gender (sex), which is prohibited under Title VII of the Civil Rights Act.

Unwelcome sexual advances, requests for sexual favors, and verbal, graphic, or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purposes or effect of unreasonably interfering with the individual's work performance, or creating an intimidating or offensive working environment

## **IMPLEMENTATION (SPECIFIC)**

No officer or employee of the Department shall permit and/or engage in sexual harassment.

Any officer or employee who engages in such behavior is acting outside the scope of employment.

Any and all incidents of sexual harassment should be reported to the proper authority.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-306-3**

SUBJECT **SEXUAL HARASSMENT - DISCRIMINATION**

PAGE NO. **2 of 2**

DATED **09-11-91**

EFFECTIVE DATE  
**09-11-91**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Bobby Green**

POLICY REPLACED  
**b-306-3**

POLICY NO.  
**306-3**

PAGE NO.  
**All**

DATED  
**03-08-84**

**Informal-internal Concerns** of sexual harassment should be reported to the supervisory personnel or to the Departments Civil Rights Division.

**Formal-internal Complaints** of sexual harassment should be made in accordance with the provisions of Administrative Order B-306-2-(1), "Grievance Management Information - Discrimination."

Upon receipt of such concern or complaint, proper authority will take whatever action is necessary to ascertain the validity of the information received, and if found to be true, to immediately take whatever appropriate, proper, and legal action available to remedy any such condition or problem, including authorized discipline. Such proper authority is responsible for maintaining complete, accurate, and appropriately confidential records of their findings and actions.

## **IMPLEMENTATION (ADVISORY)**

Nothing in this policy prohibits or precludes employees from reporting such conduct to any other appropriate entity outside the Department.

Sexually harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel, includes, but is not limited to:

1. offensive sexual flirtations, advances, propositions
2. verbal abuse of a sexual nature
3. graphic verbal commentaries about an individual's body
4. sexually degrading words used to describe an individual
5. the display in the workplace of sexually suggestive objects or pictures

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. B-307-1

SUBJECT **LEAVE AND ABSENCE FROM WORK**

PAGE NO. 1 of 14

DATED 05-01-05

EFFECTIVE DATE

**05-01-2005**

ISSUED BY

**Human Resources Division**

APPROVED

**Director - Gary M. Ridley**

POLICY(S) REPLACED

**Yes**

POLICY NO.

**B-307-1 thru B-307-1-(15)**

PAGE NO.

**All**

DATED

**ODOT Policy B-307-1 and Administrative Orders B-307-1-(1) thru B-307-1-(15) have been rescinded.** Revised Policy B-307-1 now combines all leave and absence policies into one single policy.

## INDEX

- A. Annual Leave
- B. Sick Leave
- C. Enforced Leave
- D. Organizational Leave
- E. Educational Leave
- F. Holidays
- G. Military Leave
- H. Family Medical Leave Act (FMLA)
- I. Court and Jury Services
- J. Leave of Absence Without Pay
- K. Leave Due to Work Related Illness or Injury
- L. Administrative Leave (Cooling Off Period)
- M. State Leave Sharing Program
- N. State Shared Leave Registry
- O. Leave When an Office is Temporarily Closed Due to Unsafe Working Conditions
- P. Leave When Services are Temporarily Reduced Due to Hazardous Weather Conditions
- Q. Voting Absence

## POLICY

**ALL ABSENCES FROM WORK WILL BE IN ACCORDANCE WITH THE OKLAHOMA PERSONNEL ACT, THE MERIT RULES FOR EMPLOYMENT, AND OKLAHOMA DEPARTMENT OF TRANSPORTATION POLICIES.**

**REFERENCE TO VARIOUS MERIT RULES IS MADE THROUGHOUT THIS SECTION. TO ACCESS THE MOST CURRENT MERIT RULES ON THE INTERNET GO TO [WWW.OPM.STATE.OK.US/](http://WWW.OPM.STATE.OK.US/) AND CLICK ON THE QUICK LINK TO MERIT RULES. THEN CLICK ON VIEW RULES IN PDF FORMAT TO ACCESS ALL SECTIONS OF THE MERIT RULES.**

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. B-307-1

SUBJECT **LEAVE AND ABSENCE FROM WORK**

PAGE NO. 2 of 14

DATED 05-01-05

EFFECTIVE DATE

**05-01-2005**

ISSUED BY

**Human Resources Division**

APPROVED

**Director - Gary M. Ridley**

POLICY(S) REPLACED

**Yes**

POLICY NO.

**B-307-1 thru B-307-1-(15)**

PAGE NO.

**All**

DATED

**ODOT Policy B-307-1 and Administrative Orders B-307-1-(1) thru B-307-1-(15) have been rescinded.** Revised Policy B-307-1 now combines all leave and absence policies into one single policy.

## GENERAL

When possible, all leave and absences must be approved in advance by the employee's immediate supervisor.

When an employee is absent from work without proper authorization, the employee shall not receive pay for such absence.

In cases when an employee is off work due to an injury or illness arising out of, and in the course of, employment with the Oklahoma Department of Transportation, and the employee is receiving Temporary Total Disability benefits as provided under Workers Compensation, the employee may request the use of accrued annual or sick leave to supplement their Temporary Total Disability benefits. The employee may supplement their Temporary Total Disability benefits to the extent that the injured employee shall receive full wages during the employee's temporary absence from work.

When so directed and/or authorized by the Department, employees will be considered on duty when absent from work for the following reasons:

- Interviewing for an announced vacancy or promotion within the Department.
- When appearing as a grievant, Department representative, witness, or serving as an investigator or decision maker.
- Appearing at a Merit Protection Commission (MPC) hearing as a witness when so directed by the Department or MPC, and as an Appellant at a MPC hearing or a pro-se Appellant at an MPC Pre-hearing Conference.  
**(Reference Merit Rule 455:10-21-4)**
- Appearing or testifying before a court or an administrative tribunal as a party in an official Department capacity, or in an individual capacity for conduct performed in the scope of employment.
- Attending and/or participating in Department sponsored or Department approved training.
- For drug or alcohol testing when required by the Department.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. **B-307-1**

SUBJECT **LEAVE AND ABSENCE FROM WORK**

PAGE NO. **3 of 14**

DATED **05-01-05**

EFFECTIVE DATE

**05-01-2005**

ISSUED BY

**Human Resources Division**

APPROVED

**Director - Gary M. Ridley**

POLICY(S) REPLACED

**Yes**

POLICY NO.

**B-307-1 thru B-307-1-(15)**

PAGE NO.

**All**

DATED

**ODOT Policy B-307-1 and Administrative Orders B-307-1-(1) thru B-307-1-(15) have been rescinded.** Revised Policy B-307-1 now combines all leave and absence policies into one single policy.

### **A. Annual Leave (Reference Merit Rule 530:10-15-10 and Merit Rule 530:10-15-11)**

1. Annual leave is to be used for vacations, personal business and other time off work not covered by other leave or holiday provisions.
2. Annual leave must be requested by the employee and shall be used only when approved by the supervisor.
3. Annual leave is accrued on an hourly basis instead of a monthly basis and is added to the employee's leave balance at the end of each calendar month. (Contact Human Resources Division for a copy of the leave accrual table.)
4. Annual leave earned during one month shall not be available for use until the beginning of the next month.
5. The Department will accept 120 hours of annual leave for employees transferred or appointed from another state agency.

### **B. Sick Leave (Reference Merit Rule 530:10-15-10 and Merit Rule 530:10-15-12)**

1. Sick leave is to be used during those periods of time in which an employee is unable to work due to sickness, injury, pregnancy or for medical, surgical, dental or optical examinations or treatment or where the employee's presence at work would jeopardize the health of the employee or others. The Department may require an employee to take sick leave when the employee's presence at work would jeopardize the health of the employee or others.
2. Sick leave is accrued on an hourly basis instead of a monthly basis and is added to the employee's leave balance at the end of each calendar month. (Contact Human Resources Division for a copy of the leave accrual table. )
3. Sick leave earned during one month shall not be available for use until the beginning of the next month.
4. In cases where an employee is absent on sick leave more than three (3) consecutive work days, the employee shall provide a physician's statement, unless waived by the division head.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. **B-307-1**

SUBJECT **LEAVE AND ABSENCE FROM WORK**

PAGE NO. **4 of 14**

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**B-307-1 thru B-307-1-(15)**

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5. The Department will accept all sick leave hours for employees transferred or appointed from another state agency.

### **C. Enforced Leave (Reference Merit Rule 530:10-15-40)**

1. Enforced leave may be used for an absence when some member of his or her immediate family or household requires the employee's care because of illness or injury, or in the case of death in the immediate family or household or in the case of personal disaster.
2. Enforced leave shall be charged against the employee's sick leave and may not be granted in excess of accumulated sick leave. The number of days shall not exceed 10 working days in any calendar year.
3. The following is offered as a guide to Department supervisors for the terms of "immediate family or household" and "personal disaster":
  - a. Immediate family or household would ordinarily include wife, husband, children, brothers, sisters, parents, grandparents, grandchildren, step-children, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any person residing in the employee's household and considered a member of the family.
  - b. Personal disaster would ordinarily include unexpected damage to the employee's home or property requiring the employee's immediate attention and/or problems of an emergency nature within the immediate family or household requiring the employee's immediate attention.

### **D. Organizational Leave (Reference Merit Rule 530:10-15-41)**

Organizational leave may be granted to permanent classified employees or regular unclassified employees to attend meetings of job-related professional organizations of which that employee is a member. Organizational leave shall not exceed three (3) days a year. The denial by the supervisor of organizational leave shall be in writing and state the reasons for denying said leave.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. **B-307-1**

SUBJECT **LEAVE AND ABSENCE FROM WORK**

PAGE NO. **5 of 14**

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POLICY NO.

**B-307-1 thru B-307-1-(15)**

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### **E. Educational Leave (Reference Merit Rule 530:10-15-42)**

1. Educational leave with pay may be granted for a period not to exceed one (1) year. However, an extension of educational leave may be granted up to one (1) additional year.
2. Leave of absence without pay for educational purposes may also be granted.
3. Educational leave must be requested in writing by the employee and recommended by the division head. Educational leave will not be granted without the approval of the Director or designee.

### **F. Holidays (Reference See Merit Rule 530:10-15-43)**

1. Holidays shall be granted in accordance with state law and the Governor's proclamations as they are observed by the individual agencies in accordance with their work loads and policies.
2. To be eligible to receive holiday pay, an employee shall be in pay status either the workday before or the workday after the holiday. An employee shall not be eligible to be paid for holidays which occur either before the employee's entry on duty date or after the last day the employee works.
3. Holiday pay will not be granted to temporary employees.

### **G. Military Leave (Reference Merit Rule 530:10-15-44)**

1. The employee must notify the supervisor as soon as possible by written or verbal notice of pending absence due to active military service. A copy of the active duty order will be provided to the supervisor as soon as it is available.
2. An employee who is a member of any component of the Armed Forces of the United States, when ordered by proper authority to active military service, shall be entitled to military leave with pay for twenty (20) working days during the federal fiscal year (October 1 through September 30).

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. B-307-1

SUBJECT **LEAVE AND ABSENCE FROM WORK**

PAGE NO. 6 of 14

DATED 05-01-05

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**B-307-1 thru B-307-1-(15)**

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**All**

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3. DOT Form 66A, Request for Personnel Action, shall be submitted along with a copy of the military orders to Human Resources placing the employee on military leave without pay effective the first working day after the 20 days of military leave have been exhausted.
4. The division will contact the Human Resources Division upon learning of an employee's order to active military duty.

### **H. Family and Medical Leave Act (FMLA) (Reference Merit Rule 530:10-15-45)**

1. To be eligible, an employee shall have been employed by the state at least 12 months and have worked at least 1250 hours during the preceding 12 month period.
2. An employee shall be entitled to family and medical leave up to 12 weeks during any 12 month period, for the following reasons:
  - a. The birth of the employee's son or daughter, and to care for the newborn child;
  - b. Placement with the employee of a son or daughter for adoption or foster care;
  - c. To care for the employee's spouse, son or daughter under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability, or parent with a serious health condition and;
  - d. A serious health condition that makes the employee unable to perform the functions of the employee's job.
3. When possible, employees shall give written advance notice through their supervisor to their division head of their intent to take family and medical leave. The division head will determine if the employee has an event that qualifies within FMLA guidelines and will provide written notice to the employee on the employee's eligibility for family and medical leave. The notice will include the reason for family leave, the starting and ending date, and the type of leave to be used.
4. Employees shall schedule leave to accommodate the needs of the agency when foreseeable, and if it is medically feasible to do so. If advance notice is not possible, the notice for FMLA will be submitted through the immediate supervisor to the division

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. B-307-1

SUBJECT **LEAVE AND ABSENCE FROM WORK**

PAGE NO. 7 of 14

DATED 05-01-05

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**Director - Gary M. Ridley**

POLICY(S) REPLACED

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head as soon as reasonably possible. The division head may require medical documentation to support the request for FMLA.

5. The division head has the responsibility to review requests for sick leave and leave without pay for designation as family and medical leave. The division head has the right to designate leave taken for an FMLA-qualifying event as FMLA leave, regardless of whether the employee has requested FMLA leave.
6. The Department uses a rolling 12 month period in tracking FMLA usage.

### **I. Court and Jury Services (Reference Merit Rule 530:10-15-46)**

1. A state employee, directed by the proper authority or in obedience to a subpoena, shall be entitled to time off from work without loss of compensation or leave to serve in a capacity as indicated below. Such time shall be counted as hours worked in accordance with the Fair Labor Standards Act.
  - a. A jury member;
  - b. A witness on behalf of the federal government, the state of Oklahoma, or a political subdivision of the state;
  - c. A witness or party before a state agency, board, commission or legislative body or;
  - d. A witness, party, attorney, representative, or spokesperson in the employee's official capacity as a state employee.
2. Employees will submit a copy of their subpoena or order to their supervisor when requested.

### **J. Leave of Absence Without Pay (Reference Merit Rule 530:10-15-47)**

1. Written request must be submitted by the employee through supervisory channels and written approval by the division head must be obtained before leave of absence without pay will be granted. The request shall include the reasons for the leave and the

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. B-307-1

SUBJECT **LEAVE AND ABSENCE FROM WORK**

PAGE NO. 8 of 14

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- duration of the leave requested by the employee. The approval of the leave shall also be in writing and it shall specify the date the employee is to return to work.
2. Leave without pay shall not be approved for more than 12 months. However, an employee on leave without pay may submit a written request for an extension before the end of the approved leave period. The division head may grant extensions if the total length of the original leave without pay plus any extensions does not exceed two (2) years. Any extension shall be to a specified expiration date.
  3. Failure of a classified employee to report for work on the specified date-of-return shall be cause for disciplinary action up to and including termination.
  4. The division head may cancel leave without pay at any time and require the employee to return to work before the specified date of return. The employee shall be notified of the reasons for cancellation by certified mail or personal service and given seven (7) calendar days to return to work. Failure of a classified employee to report for work as directed shall be cause for disciplinary action.
  5. Unless the absence is because of an illness or injury arising out of and sustained in the course of employment with the State of Oklahoma, leave of absence without pay in excess of thirty (30) days will extend the anniversary date for longevity pay by the total period of time on nonpaid leave status.
  6. Leave of absence without pay in excess of five (5) consecutive days requires the submission of ODOT Form 66A, Request for Personnel Action.

### **K. Leave Due to Work Related Illness or Injury (Reference Merit Rule 530:10-15-49)**

1. A classified or regular unclassified employee who is absent because of an illness or injury arising out of and sustained in the course of employment with the state, and for which Workers Compensation benefits have been filed shall be placed on leave without pay if the employee so requests. This shall not be considered a break in service.
2. The Department shall continue paying the insurance benefit allowance for the employee and dependents, as applicable, for a period not to exceed one (1) year while the employee is on leave without pay under this section.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. B-307-1

SUBJECT **LEAVE AND ABSENCE FROM WORK**

PAGE NO. 9 of 14

DATED 05-01-05

EFFECTIVE DATE

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**B-307-1 thru B-307-1-(15)**

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3. An employee on leave without pay under this section shall provide a medical statement as to his or her ability to perform the duties of the position to the division head at least every three months.
4. All rights and benefits shall end one year after start of leave without pay under this section and shall end immediately if the claim for Workers Compensation is denied or cancelled within the one year period.
5. The Department may discipline an employee if:
  - a. A medical report states the employee is able to perform the essential duties of the original position or an alternate position for which the employee is qualified or;
  - b. The employee does not return to work within seven (7) days after the division head mails a notice to the employee's last known address or delivers a notice to the employee or;
  - c. The employee does not provide a medical statement at least every three (3) months
6. If an employee does not return to his or her original position or an alternate position within the Department within one (1) year after the start of leave without pay, the Department may terminate the employee.

### **L. Administrative Leave (Cooling Off Period) (Reference Merit Rule 530:10-15-50)**

The division head may place an employee on paid administrative leave as a cooling off period to defuse a potentially violent occurrence in the work place. An employee's time on administrative leave under this section shall not exceed 32 hours in any 12 month period. The division head may assign work to the employee to be performed during administrative leave or may require the employee to remain available to meet with agency personnel.

### **M. State Leave Sharing Program (Reference State Statute Title 74 § 840-2.23)**

1. An employee may receive donated annual and/or sick leave from another employee in the Department of Transportation or another state agency pursuant to the conditions

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. B-307-1

SUBJECT **LEAVE AND ABSENCE FROM WORK**

PAGE NO. 10 of 14

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**B-307-1 thru B-307-1-(15)**

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listed below:

- a. The receiving employee has exhausted, or will exhaust, all annual leave and sick leave or;
  - b. The receiving employee is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate employment or;
  - c. Immediately after the death of a relative or household member of an employee, not to exceed five (5) days in any calendar year or;
  - d. A presidentially declared national disaster in Oklahoma after May 1, 1999, for a period of eighteen (18) months after the date of the presidentially declared national disaster if:
    - (1) the employee suffered a physical injury as a result of the disaster;
    - (2) the spouse, relative, or household member of the employee suffered a physical injury or died as a result of the disaster or;
    - (3) the employee's home or the home of a relative of the employee was damaged or destroyed as a result of the disaster.
  - e. The division head of the receiving employee determines that the employee meets the criteria described in this section and has abided by state policies regarding the use of leave and approves the receipt of shared leave. Reasons for denying receiving shared leave includes, in part, misconduct, performance deficiencies and leave abuse.
2. Definition of terms as used in this section of policy:
- a. **"Relative of the employee"** means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee;

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. B-307-1

SUBJECT **LEAVE AND ABSENCE FROM WORK**

PAGE NO. 11 of 14

DATED 05-01-05

EFFECTIVE DATE

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- b. **“Household members”** means those persons who live in the same home and provide for one another. This includes foster children and legal wards even if they do not live in the household.
  - c. **“Severe” or “extraordinary”** means serious, extreme or life threatening. This includes inpatient care or continuing treatment by a health care provider.
  - d. **“Terminal”** means likely to result in death within two (2) calendar years.
3. An employee may donate annual or sick leave to another employee under the following conditions:
  - a. The donating employee is a permanent classified employee or a regular unclassified employee with one (1) year continuous service. The donating employee’s annual leave or sick leave balance does not fall below eighty (80) hours;
  - b. Employees may not donate annual or sick leave that the donor would not be able to otherwise take.
4. The division head of the receiving employee approves shared leave. An employee may use two hundred sixty-one (261) days of donated leave during total state employment. An employee may use three hundred sixty-five (365) days of donated leave when suffering from a terminal illness.
5. All forms of paid leave available for use by the recipient must be used prior to using donated leave.
6. Any donated leave not used by the recipient shall be returned to the donor.
7. Employees are not entitled to accrue leave while on shared leave.
8. For donating or receiving shared leave within ODOT, Leave Sharing Application Form HR-LAS will be used.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. **B-307-1**

SUBJECT **LEAVE AND ABSENCE FROM WORK**

PAGE NO. **12 of 14**

DATED **05-01-05**

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9. A medical certificate may be required and will be attached, as applicable, to ODOT Form HR-LAS when requesting shared leave.

### **N. State Shared Leave Registry (Contact Payroll in the Human Resources Division for information on accessing the Shared Leave Registry)**

1. The Office of Personnel Management (OPM) has established a Shared Leave Registry to identify employees approved by the Department to receive shared leave from employees from other state agencies. Department employees may also donate shared leave to employees of other state agencies through the Shared Leave Registry on Form OPM-33A.
2. All means to receive shared leave from Department employees must be exhausted before consideration will be made to approve shared leave through the OPM Shared Leave Registry.
3. The division head of the employee requesting shared leave through the registry will be responsible for determining that an employee has exhausted all internal means to receive shared leave from Department employees. The division head's initials on the OPM-33 Form is verification that the employee has exhausted all internal means to received shared leave.
4. Completed forms are submitted to the Human Resources division for final approval and processing.

### **O. Leave When an Office is Temporarily Closed Due to Unsafe Working Conditions (Reference Merit Rule 530:10-15-71)**

If agency offices are closed because of an imminent peril threatening the public health, safety, or welfare of state employees or the public, the Director shall place employees who are scheduled to work in the closed area on paid administrative leave or shall assign them to work in another location. During their normal duty hours employees on paid administrative leave are on stand-by or on-call status. The Director may call employees to return to their normal duties or respond to the demands of the situation as necessary.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. B-307-1

SUBJECT **LEAVE AND ABSENCE FROM WORK**

PAGE NO. 13 of 14

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### **P. Leave When Services are Temporarily Reduced due to Hazardous Weather Conditions (Reference Merit Rule 530:10-15-72)**

1. Field division engineers are authorized to determine when it is necessary to reduce services in department facilities and units within their respective divisions.
2. Division heads will designate functions and positions which are essential to provide services during hazardous weather conditions. Division heads are responsible for ensuring that employees who staff such functions are so informed. Employees responsible for performing essential functions will report to work.
3. Non-essential employees granted authorized absence due to hazardous weather conditions will account for time off in one of the following ways:
  - a. Charge absence to enforced leave, if the employee does not exceed enforced leave limits.
  - b. Charge absence to accumulated compensatory time balances.
  - c. Charge absence to accumulated annual leave.
  - d. Make up lost time, in a manner consistent with the FLSA, if the division head determines that office hours and schedules permit it.
  - e. If the employee cannot account for absence using one of the above options the division head will record the absence as leave without pay (LWOP).

### **Q. Voting Absence (Reference Title 26, § 7-101)**

1. Subject to the following criteria, an employee who is a registered voter shall be granted two (2) hours of time during the period when election is open in which to vote.
2. No employee is entitled to voting absence when the employee's work day begins three (3) hours or more after the opening of the polls or ends three (3) hours or more before the closing of the polls.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-307-1**

SUBJECT **LEAVE AND ABSENCE FROM WORK**

PAGE NO. **14 of 14**

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3. When an employee works in a county or at such a distance from the voting place that more than two (2) hours are required to travel and vote, the employee shall be allowed a sufficient time in which to travel and cast his/her ballot.
4. An employee shall not be entitled time to vote unless the employee notifies his/her supervisor orally or in writing of the employee's intent to be absent, on the day preceding the election day.
5. The supervisor shall select the hours which employees are to be allowed to attend elections and shall notify each employee which hours they have in which to vote.
6. Supervisors must approve all requests made in accordance with this policy and may require proof of voting from the employee.

|                                              |                                 |                                                 |                    |
|----------------------------------------------|---------------------------------|-------------------------------------------------|--------------------|
| <b>OKLAHOMA DEPARTMENT OF TRANSPORTATION</b> |                                 |                                                 |                    |
| <b>POLICY DIRECTIVE</b>                      |                                 |                                                 | <b>NO. B-308-1</b> |
| SUBJECT <b>POLITICAL ACTIVITY</b>            |                                 | PAGE NO. <b>1 of 1</b><br>DATED <b>09-01-94</b> |                    |
| EFFECTIVE DATE<br><b>09-01-94</b>            | ISSUED BY<br><b>DIRECTOR</b>    | APPROVE<br><b>S/S Jack C. Crowley</b>           |                    |
| POLICY REPLACED                              | POLICY NO.<br><b>New Policy</b> | PAGE NO.                                        | DATED              |

**POLICY**

**THE POLITICAL ACTIVITIES OF ODOT EMPLOYEES ARE REGULATED BY OKLAHOMA STATE STATUTES AND THE FEDERAL HATCH ACT. THE FEDERAL HATCH ACT MAY PROHIBIT CERTAIN POLITICAL ACTIVITIES WHICH ARE ALLOWED BY OKLAHOMA STATE STATUTES.**

**IMPLEMENTATION (SPECIFIC)**

The following political activities are prohibited by the Federal Hatch Act and/or the Oklahoma State Statutes:

1. Use of official authority or influence for the purpose of interfering with, or affecting, the results of an election or a nomination for office
2. Directly or indirectly coerce contributions from subordinates in support of a political party or candidate
3. Be candidates for public elective office in a partisan election
4. Serve as convention delegate or
5. Serve as an election official

State and local employees may take an active role in political management or political campaigns as long as the state or local employee is not a candidate in a partisan election.

This policy shall be posted in all offices of the agency.

**IMPLEMENTATION (ADVISORY)**

Any questions regarding political activity should be directed either through the General Counsel's Office, or through the Human Resources Division.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-310-1**

SUBJECT **TRAVEL EXPENSES - REIMBURSEMENT**

PAGE NO. **1 of 4**

DATED **03-02-98**

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**07-01-97**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-310-1**

PAGE NO.  
**All**

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**11-01-95**

## **POLICY**

**THE DEPARTMENT OF TRANSPORTATION WILL REIMBURSE ITS OFFICIALS AND EMPLOYEES AND, IN SOME CASES, PERSONS WHO ARE NOT DEPARTMENT EMPLOYEES, TRAVELING ON AUTHORIZED STATE BUSINESS, FOR THE NECESSARY EXPENSES INCURRED IN SUCH TRAVEL.**

## **IMPLEMENTATION (SPECIFIC)**

This policy applies to all employees and operating units of the Department and shall be applied uniformly. Persons who are not Department employees, but who are performing substantial and necessary services to the Department, may be reimbursed for expenses incurred during authorized official travel, in accordance with this policy, provided it is indicated on the claim that the person is not a Department employee, and a description of services performed is entered on the claim form.

An employee must be in "travel status" to be eligible for travel reimbursement.

Travel status must be authorized in advance by an appropriate supervisor who is responsible for, and aware of, the activities and whereabouts of the employee.

Obtaining overnight lodging in nearby or adjacent cities or counties while the employee is working on a duty assignment in his home area or in his official station area is not an effective method of placing the employee in travel status. This practice is prohibited and will be regarded as a violation of this Policy Directive.

### **A. Definitions**

1. Travel Status - Absence from the officer's or employee's home area and/or official station area, while performing assigned official duties.
2. Home Area - Any location within a reasonable driving distance from an employee's

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. **B-310-1**

SUBJECT **TRAVEL EXPENSES - REIMBURSEMENT**

PAGE NO. **2 of 4**

DATED **03-02-98**

EFFECTIVE DATE  
**07-01-97**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-310-1**

PAGE NO.  
**All**

DATED  
**11-01-95**

place of residence. Although mileage is to be considered, it is not the sole determining factor. An example of such a case would be a Right-of-Way negotiator who needs to remain "on call" or available in a city 60 miles from his home in order to work parcel acquisitions with landowners, who can meet with him only after their own working hours and on short notice. The employee's "home county" is not relevant in making this determination. This employee would be in travel status. A statement on the claim must indicate why the distance is less than 60 miles (icy roads, snowbound, worked 20 hours straight, not safe to drive home, etc.).

3. **Official Duty Station** - The place the employee normally reports for duty. This place may be a division headquarters building, an office building, a rented office in the field, a maintenance headquarters building, etc. Ordinarily, the employee will receive his work assignments from this place, perform all, or a portion of his duties there, or turn in his work product there. In many cases an employee's official duty station will be the location of the headquarters of the division to which the employee is assigned. (Provided, however, employees whose duties are normally mobile and statewide or multi county in nature shall not be deemed to have an official duty station).
4. **Official Station Area** - Any locations within a reasonable driving distance from an employee's duty station. For further explanation reference Item A, 2. "Home Area."
5. **Assigned Official Duties** - Any task, function, activity or work which, (a) has been directed by the employee's supervisor to be done, and (b), involves official business of the Department.
6. **Place of Duty Assignment** - The location of the place the employee is required to report in order to enter upon performance of "assigned official duties."

## **B. Requirements for Approval of Travel Status**

1. Travel status must be authorized in advance by an appropriate supervisory level employee who is responsible for, and aware of, the activities and whereabouts of the employee. Any such travel must be necessary to the performance of assigned duties.
2. Travel status will not be allowed for overnight lodging and/or per diem in the employee's home area or in his official station area.
3. The employee must remain absent from his home area and his official station area

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. **B-310-1**

SUBJECT **TRAVEL EXPENSES - REIMBURSEMENT**

PAGE NO. **3 of 4**

DATED **03-02-98**

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POLICY NO.  
**B-310-1**

PAGE NO.  
**All**

DATED  
**11-01-95**

during the entire time he claims to be in travel status, except for the initial and final driving times.

4. Travel status may be authorized to avoid jeopardy to the employee. An example of such a situation would be a case in which an employee was required to work late into the night during an emergency in his official station or home area and was too tired to drive home safely, even though his task may have been completed and his services not needed the next day.
5. Travel status may be authorized to meet special requirements of a particular duty assignment. An example would be if an Asphalt Plant Inspector, whose official duty station is Oklahoma City, and whose duty assignment is in Clinton, brings a sample into Oklahoma City and immediately returns to the asphalt plant. The supervisor will be expected to use good judgment in this type of situation. It must be remembered that necessity and benefit to the Department, not the personal convenience of the employee, are the criteria to be applied.
6. The Department is authorized to enter into contracts and agreements for the payment of food and lodging expenses as may be necessary for employees or other persons who are performing substantial and necessary services to the state attending official conferences, meetings, seminars, workshops, or training sessions or in the performance of their duties. Such expenses may be paid directly to the contracting agency or business establishment, provided the meeting qualifies for overnight travel for the employees and the cost for food and lodging for each employee shall not exceed the total daily rate as provided in the State Travel Reimbursement Act.

### C. Beginning of Travel Status

1. When the employee leaves from his residence and goes directly to the place of duty assignment, travel status begins when he leaves his residence.
2. When the employee goes from his residence to his official duty station and then goes to his place of duty assignment, travel status begins when he leaves his official duty station.

### D. End of Travel Status:

1. When an employee leaves the place of duty assignment and goes directly to his residence, travel status ends when he reaches his residence.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                |                              |                                        |                          |
|------------------------------------------------|------------------------------|----------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                        |                              | <b>NO. B-310-1</b>                     |                          |
| SUBJECT <b>TRAVEL EXPENSES - REIMBURSEMENT</b> |                              | PAGE NO. <b>4 of 4</b>                 | DATED <b>03-02-98</b>    |
| EFFECTIVE DATE<br><b>07-01-97</b>              | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Neal A. McCaleb</b> |                          |
| POLICY REPLACED<br><b>Yes</b>                  | POLICY NO.<br><b>B-310-1</b> | PAGE NO.<br><b>All</b>                 | DATED<br><b>11-01-95</b> |

2. When an employee leaves the place of duty assignment and goes back to his official duty station, travel status ends when he reaches his official duty station.

## IMPLEMENTATION (ADVISORY)

Supervisors will be expected to use good judgment at all times in the application of these guidelines to specific situations.

A sufficient level of supervision must be maintained by the supervisor to be aware of the activities and whereabouts of his subordinates while claiming travel status.

Supervisors will be expected to inquire about any circumstances which come to their attention indicating the possibility of a violation of this policy directive or the State Travel Reimbursement Act. Supervisors will be expected to report any suspected deliberate violations of these instructions to their immediate supervisors, who, in turn, will see that the report is brought to the Director's attention through proper channels.

Supervisors are encouraged to ask questions of their superiors about anything in this Policy Directive which is unclear to them or which they do not understand.

If supervisors will keep in mind that the basic purpose of the State Travel Reimbursement Act is to compensate state employees for necessary travel expenses which they incur for the benefit of the State while performing official duties, there should be little difficulty in meeting the level of responsibility imposed by these instructions. In particular, supervisors are reminded that travel reimbursement is neither a means for supplementing salaries nor a means for reimbursing employees for commuting between home and work.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                 |                                                                        |
|-----------------------------------------------------------------|------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-310-1-(1)</u>                         | PAGE NO. <u>1 of 11</u>                                                |
| SUBJECT: <u>STATE TRAVEL EXPENSES -</u><br><u>REIMBURSEMENT</u> | DATE ISSUED <u>07-27-2001</u>                                          |
| REFERENCE POLICY DIRECTIVE NO. <u>B-310-1</u>                   | DATE EFFECTIVE <u>07-01-2001</u>                                       |
| DATED <u>03-02-98</u>                                           | REPLACED NO. <u>B-310-1-(1)</u>                                        |
|                                                                 | DATE <u>01-03-2000</u>                                                 |
|                                                                 | ISSUED BY <u>s/s Asst. Director - Finance</u><br><u>Mike Patterson</u> |

## I. PREPARATION AND PROCESSING OF TRAVEL CLAIMS

A. In-State and Out-of-State travel claims will be processed on ODOT Form 19, revised June 2000. The following general provisions apply:

1. The claimant's full name, home address, official duty station and the nature of official business will be entered in the designated space on the travel claim. If an employee is deemed not to have an Official Duty Station, it is necessary to repeat their address in the Official Duty Station block on the ODOT Form 19. Doing so signifies that the employee has no Official Duty Station. The "Official Duty Station" block must show the city or town where the official duty station is located.
2. Each travel claim will be signed in ink and verified under oath by the claimant. All copies require a legible signature.
3. All claims for reimbursement must be made payable to the person who performed the travel. An assignment of the entire claim may be exercised by the claimant using the space provided on the travel claim. Travel expenses may also be split by assigning the lodging or conference portion of your expenses on a travel claim form and filing a separate travel claim form for the entire balance of your expenses.
4. Travel claims shall not cover periods in excess of thirty-one (31) days.
5. In all cases concerning the necessity of receipt for lodging, be advised that a receipt is a document issued by the vendor indicating, in the case of lodging reimbursement, the claimant's name, and that the bill has been paid. In situations where a balance appears to be due and owing by the claimant, additional proof, such as a cancelled check or credit card receipt, will be necessary.
6. Travel status for the purpose of reimbursement of meals and lodging shall be defined as an overnight absence of 60 map miles (one-way) or more from the claimant's home area and/or duty station while performing assigned official duties.
7. Every travel claim must address each of the three major categories of reimbursement:
  - Meals
  - Lodging
  - Mode of Transportation

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                 |                                                                        |
|-----------------------------------------------------------------|------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-310-1-(1)</u>                         | PAGE NO. <u>2 of 11</u>                                                |
| SUBJECT: <u>STATE TRAVEL EXPENSES -</u><br><u>REIMBURSEMENT</u> | DATE ISSUED <u>07-27-2001</u>                                          |
| REFERENCE POLICY DIRECTIVE NO. <u>B-310-1</u>                   | DATE EFFECTIVE <u>07-01-2001</u>                                       |
| DATED <u>03-02-98</u>                                           | REPLACED NO. <u>B-310-1-(1)</u>                                        |
|                                                                 | DATE <u>01-03-2000</u>                                                 |
|                                                                 | ISSUED BY <u>s/s Asst. Director - Finance</u><br><u>Mike Patterson</u> |

If any one of these is not being claimed, a statement or explanation is needed (cross referencing another claim or form of payment) as to the reason reimbursement is not being claimed.

8. Reimbursement for actual and necessary travel and lodging expenses is authorized for those employees who have been required to attend hearings or meetings of any Congressional committee or subcommittee or any federal agency, board or commission. The following approval must be typed on the face of the travel claim:

"I hereby approve this claim for reimbursement of actual and necessary expenses. Said trip is for federally required travel and authorized pursuant to Title 74, Section 500.9(E)."

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

9. If lodging occurs at a pre-arranged designated facility, reimbursement of the actual cost is authorized. Receipts and the sponsor's announcement, notice, or conference bulletin is required. The inclusive dates of travel, date and time of en route stops for lodging with its location (city and state), must be included on the travel claim.
10. If any personal leave of any kind is taken in conjunction with official travel, the exact dates and times of departure from and return to official travel status must be shown on the travel claim. Travel that transcends a weekend or holiday period must be terminated/reinstituted in accordance with the 24-hour rule for periods wherein work is not performed.
11. Two or more employees traveling together are permitted to share lodging accommodations and to be reimbursed for their pro rata share of the lodging expense. This must be detailed on the lodging receipt and cross-referenced on each claim.
12. Reimbursement for use of privately owned motor homes, travel trailers, campers, etc. may be authorized not to exceed the standard daily rate for lodging rate (see Section III, A.5.).

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                 |                                                                        |
|-----------------------------------------------------------------|------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-310-1-(1)</u>                         | PAGE NO. <u>3 of 11</u>                                                |
| SUBJECT: <u>STATE TRAVEL EXPENSES -</u><br><u>REIMBURSEMENT</u> | DATE ISSUED <u>07-27-2001</u>                                          |
| REFERENCE POLICY DIRECTIVE NO. <u>B-310-1</u>                   | DATE EFFECTIVE <u>07-01-2001</u>                                       |
| DATED <u>03-02-98</u>                                           | REPLACED NO. <u>B-310-1-(1)</u>                                        |
|                                                                 | DATE <u>01-03-2000</u>                                                 |
|                                                                 | ISSUED BY <u>s/s Asst. Director - Finance</u><br><u>Mike Patterson</u> |

## II. APPROVAL OF TRAVEL CLAIMS

- A. The immediate supervisor of the claimant must approve the travel claim in the space provided on the claim itself. By approving the claim, the immediate supervisor is certifying that the travel was necessary to the performance of the assigned official duties; that there was prior authorization for the travel; and that to the best of their knowledge and belief, there has been full compliance with these instructions.
- B. Travel claims must also be approved by the division head, division engineer, or the administrative head of a comparable unit of the department not identified as, nor part of, a division. In the absence of this individual, a designee may sign as the approving officer. In making this approval, the division engineer or division head must rely largely on the supervising officer's certification; however, good judgment and proper attention to detail in examining the information supplied on the travel claim is expected. Approval of travel claims should not be treated as "ROUTINE."
- C. With the exception of the Director's facsimile signature, all approvals on the travel claims will be evidenced by signature in ink on the original (white).

## III. IN-STATE TRAVEL

### A. Lodging in a hotel, motel, or other public lodging place

1. A public lodging place is an establishment where rooms are publicly offered for overnight accommodations.
2. Receipts for lodging are required if claimant desires reimbursement for such costs. A receipt is an instrument which indicates that the bill has been paid-in-full by the claimant. A lodging statement indicating a balance due is NOT a receipt for payment. Additionally, the lodging receipt shall have a notation as to the name of the establishment, the city and state location, the number of guests charged, the single room rate charged and an itemized list of all other charges by the place of lodging.
3. Original lodging receipts will be attached to the white copy of the claim with a copy of the receipt attached to the file copy of the claim.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                 |                                                                        |
|-----------------------------------------------------------------|------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-310-1-(1)</u>                         | PAGE NO. <u>4 of 11</u>                                                |
| SUBJECT: <u>STATE TRAVEL EXPENSES -</u><br><u>REIMBURSEMENT</u> | DATE ISSUED <u>07-27-2001</u>                                          |
| REFERENCE POLICY DIRECTIVE NO. <u>B-310-1</u>                   | DATE EFFECTIVE <u>07-01-2001</u>                                       |
| DATED <u>03-02-98</u>                                           | REPLACED NO. <u>B-310-1-(1)</u>                                        |
|                                                                 | DATE <u>01-03-2000</u>                                                 |
|                                                                 | ISSUED BY <u>s/s Asst. Director - Finance</u><br><u>Mike Patterson</u> |

#### 4. Designated Lodging

- a. Lodging at a hotel, motel, or other public lodging place which has been designated by the meeting, workshop, or conference being attended, shall be reimbursed at actual cost, not to exceed single room rate charged by the designated lodging facility. The fact that the lodging occurred at a designated location must be evidenced by the notice or announcement of meeting, workshop, conference, etc. This notice will be attached to the travel claim.
- b. Employees choosing to acquire less expensive lodging at another hotel shall be reimbursed the actual lodging expense and the cost of any local transportation incurred traveling between such designated and optional hotels not to exceed the difference between the cost of the designated and optional hotels.

5. With the exception of designated lodging reimbursement, lodging shall be limited to the maximum authorized federal standard rate as published in GSA's web site [www.policyworks.gov/perdiem](http://www.policyworks.gov/perdiem) for Oklahoma.

If the lodging receipt accompanying the claim for reimbursement is not identified as a city on the CONUS list, then the traveler or approving officer must provide a certification statement on the travel voucher or the paid lodging receipt as follows:

"I certify the public lodging place named on the lodging receipt is located in the corporate limits or county of the CONUS city of travel.

Signature \_\_\_\_\_ "

#### B. Registration Fees

Claims for reimbursement of registration fees for attendance at a conference, workshop, meeting, etc., shall be supported by a receipt indicating the name of the organization and the amount of the payment, and the fact that payment was actually made.

#### C. Meal Expenses

1. This reimbursement will be made at a rate not to exceed the maximum authorized federal meal and incidentals (or per diem) rate as published on GSA's web site [www.policyworks.gov/perdiem](http://www.policyworks.gov/perdiem). Reimbursement for each one-fourth (1/4) day (6

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                 |                                                                        |
|-----------------------------------------------------------------|------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-310-1-(1)</u>                         | PAGE NO. <u>5 of 11</u>                                                |
| SUBJECT: <u>STATE TRAVEL EXPENSES -</u><br><u>REIMBURSEMENT</u> | DATE ISSUED <u>07-27-2001</u>                                          |
| REFERENCE POLICY DIRECTIVE NO. <u>B-310-1</u>                   | DATE EFFECTIVE <u>07-01-2001</u>                                       |
| DATED <u>03-02-98</u>                                           | REPLACED NO. <u>B-310-1-(1)</u>                                        |
|                                                                 | DATE <u>01-03-2000</u>                                                 |
|                                                                 | ISSUED BY <u>s/s Asst. Director - Finance</u><br><u>Mike Patterson</u> |

hours), or major fraction thereof (more than three (3) hours) may be made at a rate of one-fourth the full per diem rate.

2. A deduction of one-fourth (1/4) day must be taken from the amount of meal expense being claimed for each meal provided to the claimant through the cost of registration as part of a conference, meeting, workshop, etc. For this provision, a Continental Breakfast, snacks or refreshments do not constitute a meal. Other exceptions are:
  - a. Meals provided by a third party that are not connected with the registration fee or package plan
  - b. Special dress requirements
  - c. Lack of means of transportation
  - d. Diet restrictions
  - e. Conflicting meetings

## D. Transportation

1. Written permission must be obtained from the Director to receive reimbursement of privately owned vehicle mileage. Reimbursement shall be made using the amount prescribed by the Internal Revenue code of 1986, as amended, for a business expense deduction. Distances for which reimbursement is claimed shall not exceed distances set forth in the latest "Rand McNally Road Atlas." Vicinity travel on official business shall be entered on travel claims as a separate item. If actual mileage is greater than the authorized distance allowed, the allowable reimbursement amount must be prorated before it can be used for cost comparison of actual cost versus air fare. If travel begins from the employee's home, the mileage calculation begins either from home or duty station which ever is closest to the destination.
2. Travel by bus, railroad, taxi cab, or other public conveyance will be reimbursed at a rate not to exceed the normal charge of such conveyance, and in no instance shall exceed coach class air fare when air connections are available.
3. Reimbursement for automobiles leased or rented within this state, to be used in lieu of privately owned vehicles, shall not exceed the rate provided for use of privately owned vehicles.
4. Bicycles, motorcycles, farm equipment, or tractors will not be considered for reimbursement.
5. The routing of travel shall be by the most direct route appropriate to the mode of transportation used.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                 |                                                                        |
|-----------------------------------------------------------------|------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-310-1-(1)</u>                         | PAGE NO. <u>6 of 11</u>                                                |
| SUBJECT: <u>STATE TRAVEL EXPENSES -</u><br><u>REIMBURSEMENT</u> | DATE ISSUED <u>07-27-2001</u>                                          |
| REFERENCE POLICY DIRECTIVE NO. <u>B-310-1</u>                   | DATE EFFECTIVE <u>07-01-2001</u>                                       |
| DATED <u>03-02-98</u>                                           | REPLACED NO. <u>B-310-1-(1)</u>                                        |
|                                                                 | DATE <u>01-03-2000</u>                                                 |
|                                                                 | ISSUED BY <u>s/s Asst. Director - Finance</u><br><u>Mike Patterson</u> |

## IV. OUT-OF-STATE TRAVEL

### A. Approval

Out-of-State Travel must be approved by the Director prior to departure using Form DOT 67-20. A copy of the form, which is returned to the individual by the Comptroller, will be submitted with the claim for reimbursement. Travel across the state-line merely to acquire lodging, does not constitute out-of-state travel.

### B. Reimbursement

Reimbursement of actual cost, not to exceed the single room rate, is authorized when the agency arranges or sponsors a meeting, workshop, or seminar at a prearranged designated hotel. To accomplish this the agency must clearly be the sponsor; the meeting must be at the designated facility; the lodging must be arranged by the blocking of rooms or the room rent must be reduced. The usual meeting announcement must be provided and must be attached to each travel claim. Where no agenda is available, show the dates of the meeting in the "Nature of Official Business" block.

### C. Meal and Lodging

Meal and lodging expense shall not begin more than 24 hours before the meeting, workshop, conference, or other objective of trip begins, and shall not continue more than 24 hours after said purpose of trip. This provision may be waived if the travel is by commercial airline and it is more cost efficient to include an extra night stay-over outside of the normal reimbursement period. The extra day must be a weekend day, allowing the employee to take advantage of the least expensive air fares available for weekend departure or arrivals (may be as much as 48 hours before or after trip objective). Reimbursement for an additional day may be authorized for the arrival and/or departure up to 72 hours provided the extra 24 hours is for a Friday or Monday holiday. Total reimbursement cannot exceed the amount of eligible reimbursement if the twenty-four-hour rule was used. A detail cost comparison of additional meals and lodging versus the savings on air fare must be attached to the claim. Air fare rate comparison must be from the same travel agency where the ticket was purchased. The cost comparison sheet from the Comptroller's office must be attached.

1. A public lodging place is an establishment where rooms are publicly offered for overnight accommodations.
2. Receipts for lodging are required if claimant desires reimbursement for such costs.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                 |                                                                        |
|-----------------------------------------------------------------|------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-310-1-(1)</u>                         | PAGE NO. <u>7 of 11</u>                                                |
| SUBJECT: <u>STATE TRAVEL EXPENSES -</u><br><u>REIMBURSEMENT</u> | DATE ISSUED <u>07-27-2001</u>                                          |
| REFERENCE POLICY DIRECTIVE NO. <u>B-310-1</u>                   | DATE EFFECTIVE <u>07-01-2001</u>                                       |
| DATED <u>03-02-98</u>                                           | REPLACED NO. <u>B-310-1-(1)</u>                                        |
|                                                                 | DATE <u>01-03-2000</u>                                                 |
|                                                                 | ISSUED BY <u>s/s Asst. Director - Finance</u><br><u>Mike Patterson</u> |

A receipt is an instrument which indicates that the bill has been paid-in-full by the claimant. A lodging statement indicating a balance due is NOT a receipt for payment. Additionally, the lodging receipt shall have a notation as to the name of the establishment, the city and state location, and the single room rate being charged by the place of lodging.

3. Original lodging receipts will be attached to the white copy of the claim with a copy of the receipt attached to the file copy of the claim.
4. Designated Lodging
  - a. Lodging at a hotel, motel, or other public lodging place which has been designated by the meeting, workshop, or conference being attended, shall be reimbursed at actual cost, not to exceed single room rate, charged by the designated facility. The fact that the lodging occurred at a designated location must be evidenced by the notice or announcement of meeting, workshop, conference, etc. This notice will be attached to the travel claim.
  - b. Employees choosing to acquire less expensive lodging at another hotel shall be reimbursed the actual lodging expense and the cost of any local transportation incurred traveling between such designated and optional hotels not to exceed the difference between the cost of the designated and optional hotels.
5. Except as outlined in I-A.9 for lodging which occurs at a pre-arranged designated facility, out-of-state lodging rates shall be limited to the maximum authorized federal standard rate as published in GSA's web site [www.policyworks.gov/perdiem](http://www.policyworks.gov/perdiem) for continental United States (CONUS) domestic locations, and OCONUS, for locations outside the continental United States.

If the lodging receipt accompanying the claim for reimbursement is not identified as a city on the CONUS list, then the traveler or approving officer must provide a certification statement on the travel voucher or the paid lodging receipt as follows:

"I certify the public lodging place named on the lodging receipt is located in the corporate limits or county of the CONUS city of travel.

Signature \_\_\_\_\_ "

## D. Registration Fees

Claims for reimbursement of registration fees for attendance at a conference, workshop,

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                 |                                                                        |
|-----------------------------------------------------------------|------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-310-1-(1)</u>                         | PAGE NO. <u>8 of 11</u>                                                |
| SUBJECT: <u>STATE TRAVEL EXPENSES -</u><br><u>REIMBURSEMENT</u> | DATE ISSUED <u>07-27-2001</u>                                          |
| REFERENCE POLICY DIRECTIVE NO. <u>B-310-1</u>                   | DATE EFFECTIVE <u>07-01-2001</u>                                       |
| DATED <u>03-02-98</u>                                           | REPLACED NO. <u>B-310-1-(1)</u>                                        |
|                                                                 | DATE <u>01-03-2000</u>                                                 |
|                                                                 | ISSUED BY <u>s/s Asst. Director - Finance</u><br><u>Mike Patterson</u> |

meeting, etc., shall be supported by a receipt indicating the name of the organization and the amount of the payment, and the fact that payment was actually made. Reimbursement for optional activities may be allowed provided they are primarily business related; documentation is required.

## E. Meal Expense

1. This reimbursement will be made at a rate not to exceed the maximum authorized federal meal and incidentals (or per diem) rate as published in GSA's web site [www.policyworks.gov/perdiem](http://www.policyworks.gov/perdiem). Reimbursement for each one-fourth (1/4) day (6 hours), or major fraction thereof (more than three (3) hours), may be made at a rate of one-fourth the full per diem rate.
2. A deduction of one-fourth (1/4) day must be taken from the amount of meal expense being claimed for each meal provided to the claimant through the cost of registration as part of a conference, meeting, workshop, etc. For this provision, a Continental Breakfast, snacks or refreshments do not constitute a meal. Other exceptions are:
  - a. Meals provided by a third party that are not connected with the registration fee or package plan
  - b. Special dress requirements
  - c. Lack of means of transportation
  - d. Diet restrictions
  - e. Conflicting meetings

## F. Transportation

Authorized persons traveling on official state business outside of the State of Oklahoma may utilize appropriate forms of transportation, including but not limited to, common carriers, transit system carriers, state owned or privately owned motor vehicles or airplanes, contract rental motor vehicles, commuter airplanes, or transportation by private parties to reach their destinations. Reimbursement for out of state transportation costs as authorized by this section shall not exceed the normal charge for the type of transportation used, but in no instance shall reimbursement for transportation used in lieu of commercial airplane exceed the cost of coach class air fare. If commuter airlines are the only airlines available to reach a destination, reimbursement for transportation used in lieu of commuter air fare shall not exceed the cost of the commuter air fare.

### 1. Air Fare

Reservations for air travel will be made through the Comptroller's office.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                 |                                                                        |
|-----------------------------------------------------------------|------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-310-1-(1)</u>                         | PAGE NO. <u>9 of 11</u>                                                |
| SUBJECT: <u>STATE TRAVEL EXPENSES -</u><br><u>REIMBURSEMENT</u> | DATE ISSUED <u>07-27-2001</u>                                          |
| REFERENCE POLICY DIRECTIVE NO. <u>B-310-1</u>                   | DATE EFFECTIVE <u>07-01-2001</u>                                       |
| DATED <u>03-02-98</u>                                           | REPLACED NO. <u>B-310-1-(1)</u>                                        |
|                                                                 | DATE <u>01-03-2000</u>                                                 |
|                                                                 | ISSUED BY <u>s/s Asst. Director - Finance</u><br><u>Mike Patterson</u> |

Employees should not make airline reservations individually as it may not be possible to claim reimbursement for such costs.

## 2. Privately Owned Vehicles

Reimbursement for authorized use of privately owned motor vehicles used for out-of-state travel shall be limited to the actual cost for such vehicle but in no instance shall reimbursement for such vehicle exceed the cost for commercial coach class air fare or commuter air fare, whichever is appropriate. Distances for which reimbursement for use of privately owned motor vehicles is payable shall not exceed distances set forth in the latest "Rand McNally Road Atlas." Vicinity travel on official business shall be entered on travel claims as a separate item.

Written permission must be obtained from the Director to receive reimbursement of privately owned vehicle mileage. This approval would be most likely received on the "Out-of-State Travel" request. Approval does not negate the requirement for travel time to begin no more than 24 hours before or continue more than 24 hours after the dates of the object of travel.

- a. Mileage will be reimbursed at a rate prescribed by the Internal Revenue code of 1986, as amended, for a business expense deduction. The total mileage reimbursement shall not exceed coach air fare.
- b. Both air fare and mileage amounts must be calculated and written on or attached to the claim for the purpose of comparison with the lesser of the two being claimed. The comparison may include vicinity mileage and avoided air travel cost for other persons included on the trip. Estimated costs for public transportation or rental car may not be used. The "Rand McNally Road Atlas" will be used to calculate the map miles traveled. If travel begins from the employee's home, the mileage calculation begins either from home or duty station, whichever is closest to the destination.

## 3. Leased or Rented Automobiles

Reimbursement for authorized use of vehicles from motor vehicle rental agencies used for out-of-state travel shall be limited to the actual cost for such vehicle but in no instance shall reimbursement for such vehicle exceed the cost for commercial coach class air fare or commuter air fare, whichever is appropriate. Distances for which reimbursement for use of vehicles from vehicle rental agencies shall not exceed distances set forth in the latest "Rand McNally Road Atlas." Vicinity travel on official business shall be entered on travel claims as a

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                 |                                                                        |
|-----------------------------------------------------------------|------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-310-1-(1)</u>                         | PAGE NO. <u>10 of 11</u>                                               |
| SUBJECT: <u>STATE TRAVEL EXPENSES -</u><br><u>REIMBURSEMENT</u> | DATE ISSUED <u>07-27-2001</u>                                          |
| REFERENCE POLICY DIRECTIVE NO. <u>B-310-1</u>                   | DATE EFFECTIVE <u>07-01-2001</u>                                       |
| DATED <u>03-02-98</u>                                           | REPLACED NO. <u>B-310-1-(1)</u>                                        |
|                                                                 | DATE <u>01-03-2000</u>                                                 |
|                                                                 | ISSUED BY <u>s/s Asst. Director - Finance</u><br><u>Mike Patterson</u> |

separate item. The cost comparison sheet from the Comptroller's office must be attached.

The actual cost of leasing or renting an automobile outside of this state, to be used on official business for the state, shall be reimbursed subject to the approval of the Director. The Comptroller shall strictly review the business necessity of any rental car expense where the object of travel is conducted or held at a designated hotel location, or the cost or mileage usage appears excessive to the stated purpose of travel. On a separate piece of paper, submit proper documentation with the original claim to avoid possible rejection and delay of payment for reason of lack of information. In addition, the cost of a rented/leased vehicle used both for personal and business travel must be prorated for reimbursement of the business portion of expenses. Claims for reimbursement of these charges must be supported by a receipt indicating and verifying the claimant's name and the total miles driven.

Insurance - The State of Oklahoma Risk Management program does not cover an employee's liability for collision damage to leased/rented automobiles. Reimbursement for this added cost is allowed if the vehicle is used for business purposes and the claim is approved by the agency. Reimbursement for personal accident insurance is not allowed.

#### 4. Privately Owned or Chartered Airplanes

Cost reimbursement is limited to the amount of lodging, meals, and mileage that would have been claimed had the claimant traveled by automobile. A comparison of these calculations must be shown on the face of the claim. If more than one employee is involved, a listing of all persons involved, with an indication of the amount of lodging and per diem charges that were avoided, must be included with the claim.

#### 5. Local Transportation

Local Transportation costs incurred during out-of-state travel may be reimbursed on the basis of an itemization of such costs. Courtesy transportation by the hotel should be used whenever possible.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                 |                                                                        |
|-----------------------------------------------------------------|------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-310-1-(1)</u>                         | PAGE NO. <u>11 of 11</u>                                               |
| SUBJECT: <u>STATE TRAVEL EXPENSES -</u><br><u>REIMBURSEMENT</u> | DATE ISSUED <u>07-27-2001</u>                                          |
| REFERENCE POLICY DIRECTIVE NO. <u>B-310-1</u>                   | DATE EFFECTIVE <u>07-01-2001</u>                                       |
| DATED <u>03-02-98</u>                                           | REPLACED NO. <u>B-310-1-(1)</u>                                        |
|                                                                 | DATE <u>01-03-2000</u>                                                 |
|                                                                 | ISSUED BY <u>s/s Asst. Director - Finance</u><br><u>Mike Patterson</u> |

## 6. Miscellaneous

Travel by bus, railroad, taxi cab, or other public conveyance will be reimbursed at a rate not to exceed the normal charge of such conveyance, and in no instance shall exceed coach class air fare.

## V. MISCELLANEOUS EXPENSES

- A. Miscellaneous expenses associated with travel must be itemized on the face of the travel claim. This provision is applicable to both in-state and out-of-state travel. Communication, turnpike fees, parking, and supplies are examples of this type of expense. Scrutiny will be exercised in this area to insure that the employee and the Department are maintaining proper purchasing procedures.
- B. In the event non-cancelable hotel expenses are incurred, employee reimbursement will be handled as an "indemnity reimbursement" (Object Code 611600) on a normal OSF 324 claim form and not as a hotel or travel related expense.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-310-2

SUBJECT **TRANSFERRED EMPLOYEES - PARTIAL PAYMENT OF MOVING EXPENSES**

PAGE NO. **1 of 2**  
DATED **05-15-93**

EFFECTIVE DATE  
**05-15-93**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J.C. Crowley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-310-2**

PAGE NO.  
**All**

DATED  
**12-02-91**

## POLICY

THE DEPARTMENT WILL PROVIDE PARTIAL PAYMENT TO A CERTIFIED CARRIER FOR THE COST OF MOVING ANY DEPARTMENT EMPLOYEE PERMANENTLY TRANSFERRED AT THE REQUEST OF THE DEPARTMENT.

## DEFINITIONS

**"Carrier"** means any common carrier registered and approved by the Oklahoma Corporation Commission.

**"Employee"** means any department officer or employee with the exception of elected officials.

**"Permanent Transfer"** means a transfer in excess of twenty-one (21) weeks.

**"Household Goods"** means personal effects excluding automobiles, boats, trailers (other than a manufactured home which is the principal residence of the employee), animals or any other possession not normally considered as household goods.

## IMPLEMENTATION (SPECIFIC)

1. Any employee who is permanently transferred at the request of the Department to a location in excess of twenty-five (25) miles from the location of his previous place of employment shall be entitled to payment by the Department to the carrier for the following services provided by the carrier:
  - a. The actual line-haul cost of moving up to ten thousand (10,000) pounds of the employee's household goods, said cost to include the packing, loading and unloading of the goods, respectively, or
  - b. The movement of one manufactured home and its contents, regardless of the number of pieces into which it disassembles for transport, provided it is the

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-310-2**

**SUBJECT TRANSFERRED EMPLOYEES - PARTIAL PAYMENT OF MOVING EXPENSES**

PAGE NO. **2 of 2**  
DATED **05-15-93**

EFFECTIVE DATE  
**05-15-93**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J.C. Crowley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-310-2**

PAGE NO.  
**All**

DATED  
**12-02-91**

principal residence of the employee; provided further, that said movement shall not exceed the equivalent cost of moving ten thousand (10,000) pounds of household goods the equivalent distance.

2. Special servicing of appliances at the origin and destination of the move.
3. The insuring of the employee's household goods and/or manufactured home, in the amount of One Dollar (\$1.00) per pound, not to exceed Ten Thousand Dollars (\$10,000); any additional moving expenses incurred as a result of said transfer shall be assumed by the employee.
4. The employee shall submit a requisition, requesting that his household goods be moved at Department expense. Upon proper approval, the requisition will be forwarded to the State Board of Public Affairs, who will solicit bids and award a moving contract.

The following information must be given on the requisition:

- a. Employee's present and future address.
- b. Whether or not packing and unpacking desired.
- c. Date and time vendors can view household goods to be moved.
- d. Date and time household goods are to be moved.

This payment is considered wages for W-2 purposes, inasmuch as they are paid in connection with the performance of services and are attributable to employment. Within 30 days of the move, the employee must notify the Division Manager of the Human Resources Division in writing whether or not the moving expenses will be a deductible item when filing income tax forms with the Internal Revenue Service.

If the moving expenses are deductible, the amount of payment will be included on the employee's W-2 at year end. If they are not deductible, the amount will be included as "Additional Gross Subject" on the employee's next salary warrant and the appropriate taxes will be withheld.

If the Human Resources Division is not notified as stated previously, the expenses will be treated as though they are not deductible by the employee.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-310-3

SUBJECT **TRANSPORTING PASSENGERS IN ODOT VEHICLES**

PAGE NO. **1 of 2**

DATED **10-19-88**

EFFECTIVE DATE  
**10-19-88**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.  
**B-310-3**

PAGE NO.  
**All**

DATED  
**10-01-85**

## POLICY

**OPERATORS OF DEPARTMENT VEHICLES, OR PERSONAL VEHICLES AUTHORIZED AND BEING USED FOR OFFICIAL STATE BUSINESS, MAY TRANSPORT PASSENGERS ONLY FOR REASONS OF DEPARTMENT BUSINESS AND BENEFIT TO THE STATE, OR AS THE DIRECT RESULT OF RESCUE OR OTHER EMERGENCY.**

## DEFINITIONS

***Passengers, only for reasons of Department business and benefit to the State***, is defined as a person or persons having a contemporary and recognizable business, or governmental, or political relationship with the Department, or a Department employee on Departmental business.

***Passengers, as the direct result of rescue or other emergency***, is defined as any person or persons who must be transported to a place of safety or aid because of a rescue or other emergency situation.

An employee's family member is not an authorized passenger in either a Departmental vehicle or a personal vehicle authorized and being used for official State business.

## IMPLEMENTATION (SPECIFIC)

Assistant Directors, Division Heads and Field Division Engineers are responsible for informing all personnel of this policy and for monitoring for compliance.

Vehicle operators violating this policy shall be acting outside the scope of their employment and shall accept the risks, both for their actions, and for all unauthorized passengers.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-310-3**

SUBJECT **TRANSPORTING PASSENGERS IN ODOT VEHICLES**

PAGE NO. **2 of 2**

DATED **10-19-88**

EFFECTIVE DATE  
**10-19-88**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.  
**B-310-3**

PAGE NO.  
**All**

DATED  
**10-01-85**

## IMPLEMENTATION (ADVISORY)

This policy is required by the Department's current status of being self-insured which precludes accepting liability for unauthorized passengers in Department vehicles authorized and being used for official State business.

All Department supervisors and vehicle operators should be reminded periodically of their responsibilities under this policy. Any specific procedures should be reviewed for the benefit of vehicle operators.

Assistant Directors, Division Heads and Field Division Engineers may issue and implement guidelines on this subject, as long as such guidelines are no less stringent than this directive.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-310-4

SUBJECT VEHICLE USE - TO AND FROM EMPLOYEE RESIDENCE

PAGE NO. 1 of 3

DATED 03-01-05

EFFECTIVE DATE

March 1, 2005

ISSUED BY

Asst. Chief Engineer/  
Director-Operations

APPROVED

s/s Director Gary M. Ridley

POLICY REPLACED

Yes

POLICY NO.

B-310-4

PAGE NO.

All

DATED

05-19-89

## POLICY

DEPARTMENT EMPLOYEES, WHEN PROPERLY AUTHORIZED, MAY BE PERMITTED TO DRIVE A STATE VEHICLE BETWEEN THEIR OFFICIAL DUTY STATION AND THEIR PLACE OF RESIDENCE. REFERENCE STATE STATUTE - TITLE 47 § 156.1.

## DEFINITIONS

**Official Duty Station** - The place the employee normally and regularly reports for duty. This place may be a division headquarters building, an office building, a rented office in the field, a maintenance headquarters building, etc.

**Place of Residence** - The place where the employee normally and regularly resides.

**Emergency Calls** - Those calls received by an employee on a frequent and regular basis at night, during weekends, and other non-working hours that could require him to return to duty.

**Permanent Authority** - That authority obtained after fully complying with Executive Order 87-31.

## IMPLEMENTATION (SPECIFIC)

### I. Continuing Authority

- A. Only employees in positions that are responsible 24/7 for initial response for geographical area (county, section of interstate, field division, or statewide) will be directed and authorized to drive state vehicles to and from their residence on a continuing basis, provided such distance does not exceed seventy-five (75) miles in any round trip.
- B. All authorizations will be approved by the Assistant Chief Engineer/Director-Operations.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. **B-310-4**

SUBJECT **VEHICLE USE - TO AND FROM EMPLOYEE RESIDENCE**

PAGE NO. **2 of 3**

DATED **03-01-05**

EFFECTIVE DATE

**March 1, 2005**

ISSUED BY

**Asst. Chief Engineer/  
Director-Operations**

APPROVED

**s/s Director Gary M. Ridley**

POLICY REPLACED

**Yes**

POLICY NO.

**B-310-4**

PAGE NO.

**All**

DATED

**05-19-89**

Employees in such positions will be directed to drive their assigned vehicle home with the approval of Form M-52(02-05).

If that place of residence is outside the mileage limitations of this Policy Directive, then the vehicle may be driven to, and parked at, another secure facility approved by the employee's Division Head or Division Engineer located within these mileage limitations (such as a State Maintenance Yard, a Highway Patrol facility, or some such facility). Such facility and its location shall be indicated on the Form 52(02-05).

Approval of the Governor is required.

Vehicle operators shall be required to maintain a complete and up-to-date log of calls listing:

1. Date and time of call
2. Nature of call
3. Origin of call (police, public, supervisor, etc.)

Should it be necessary for the employee to leave his residence on a call, the log book shall reflect:

1. Time left and time returned
2. Destination
3. Work Performed
4. Beginning and ending odometer readings

- C. The home and cell phone numbers of all employees directed to drive state vehicles home will be provided to appropriate police departments, county sheriffs, Highway Patrol, Oklahoma Department of Emergency Management and the Oklahoma Department of Homeland Security.

Employees authorized to provide their own vehicle and be reimbursed for mileage will require approval by the Director. Because this would require an up-front investment, selection of this option would be a minimum three (3) year commitment by the Department and the employee. The Department will dispose of a state vehicle if this option is selected.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. **B-310-4**

SUBJECT **VEHICLE USE - TO AND FROM EMPLOYEE RESIDENCE**

PAGE NO. **3 of 3**

DATED **03-01-05**

EFFECTIVE DATE

**March 1, 2005**

ISSUED BY

**Asst. Chief Engineer/  
Director-Operations**

APPROVED

**s/s Director Gary M. Ridley**

POLICY REPLACED

**Yes**

POLICY NO.

**B-310-4**

PAGE NO.

**All**

DATED

**05-19-89**

## II. Permanent Authority

Employees whose duties are mobile and multi-county or statewide in nature and who are not deemed to have an official duty station, will be directed to park their vehicle at the nearest ODOT facility by approval of Form 52(02-05).

## III. Per Trip or Project Basis Authority

Division Heads and Field Division Engineers may request on a Form 52a an employee taking a vehicle to his residence on a per trip or project basis on those occasions where it would be more economical and of greatest benefit to the Department. Such trips will be authorized in advance by the Assistant Chief Engineer/Director-Operations for a specific duration of time, not to exceed thirty (30) days. A copy of the approved Form 52a is to be carried in the vehicle for the duration of the authorization.

Vehicle operators violating this policy shall be deemed to be acting outside the scope of their employment, and violators shall personally bear the risks and liabilities for their actions.

Supervisors authorizing vehicle use for commuting to and from work that is not covered by this policy shall be acting outside their scope of authority and responsibility and they will be personally responsible for their actions.

Log books will be audited during regular reviews by Operations Review and Evaluation Division. Their findings will be reported to the Director and the Deputy Director/Chief Engineer.

The Assistant Chief Engineer/Director-Operations is assigned the responsibility for notifying, in writing, the Governor, the President Pro Tempore of the Senate, the Speaker of the House of Representatives, and the State Fleet Manager (if the vehicle is a State Motor Pool vehicle) of all Department employees authorized to drive state-owned vehicles to and from their residences under "I. Continuing Authority," and "II. Permanent Authority," of this Policy Directive.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-311-1**

SUBJECT **EMPLOYEE PERFORMANCE APPRAISAL**

PAGE NO. **1 of 4**

DATED **03-01-96**

EFFECTIVE DATE  
**03-01-96**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-311-1, B-311-1-(1),  
and B-311-1-(2)**

PAGE NO.  
**All**

DATED  
**4-28-87, 8-1-92,  
and 4-8-85**

## **POLICY**

**THE WORK PERFORMANCE OF EVERY EMPLOYEE OF THE DEPARTMENT, EXCEPT THOSE EMPLOYEES OCCUPYING POSITIONS EXEMPTED BY THIS POLICY DIRECTIVE, WILL BE EVALUATED NO LESS THAN ONCE EACH YEAR. ADMINISTRATIVE ORDERS B-311-1-(1) AND B-311-1-(2) ARE HEREBY RESCINDED**

## **EXEMPTIONS**

Temporary

## **BACKGROUND**

Senate Bill 339, passed by the Oklahoma Legislature, mandates certain procedures and characteristics of an agency's system of employee service ratings. The law requires every agency to adopt either the system utilized by the Office of Personnel Management, or a system approved for use by that office.

The Department has chosen to adopt a system approved by the Office of Personnel Management. That system and its performance appraisal form is now the approved system for the Department.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. B-311-1

SUBJECT **EMPLOYEE PERFORMANCE APPRAISAL**

PAGE NO. **2 of 4**

DATED **03-01-96**

EFFECTIVE DATE  
**03-01-96**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-311-1, B-311-1-(1),  
and B-311-1-(2)**

PAGE NO.  
**All**

DATED  
**4-28-87, 8-1-92,  
and 4-8-85**

The system provides:

1. An objective evaluation by the immediate supervisor of the performance of the employee within the assigned duties of the job
2. The identification of the strengths and deficiencies of the employee
3. Corrective actions, if necessary, to correct deficiencies
4. An interview with the employee by the immediate supervisor who shall provide the employee with a copy of the performance appraisal
5. The opportunity for the employee to submit written comments regarding the performance appraisal

## IMPLEMENTATION (SPECIFIC)

Every employee, unless exempted by the provisions of Policy Directive No. B-311-1, will receive an employee performance appraisal at least once each calendar year. Normally, such annual performance appraisals will cover the period July through June. Properly completed rating forms are to be submitted to the Human Resources Division and other offices in the manner prescribed on the forms.

Every probationary/permanent employee will be rated thirty (30) days prior to the end of the employees normal probationary period. Properly completed forms are to be submitted to the Human Resources Division at this time.

An additional rating is also required thirty (30) days prior to the end of any extensions to the employee's probationary period, and forwarded to the Human Resources Division.

The "Employee Performance Appraisal" system will consist of the following, which are mandatory requirements or steps:

### Step One - The Initial Conference

A meeting between the supervisor and the employee in order to reach an understanding of the performance appraisal system and to begin the initial process of defining "task statements." Supervisors may choose to have a group meeting of employees to accomplish this purpose.

|                                              |                                                  |                                       |                                                 |
|----------------------------------------------|--------------------------------------------------|---------------------------------------|-------------------------------------------------|
| <b>OKLAHOMA DEPARTMENT OF TRANSPORTATION</b> |                                                  |                                       |                                                 |
| <b>POLICY DIRECTIVE</b>                      |                                                  |                                       | <b>NO. B-311-1</b>                              |
| SUBJECT                                      |                                                  | <b>EMPLOYEE PERFORMANCE APPRAISAL</b> | PAGE NO. <b>3 of 4</b><br>DATED <b>03-01-96</b> |
| EFFECTIVE DATE                               | ISSUED BY                                        | APPROVED                              |                                                 |
| <b>03-01-96</b>                              | <b>DIRECTOR</b>                                  | <b>s/s Neal A. McCaleb</b>            |                                                 |
| POLICY REPLACED                              | POLICY NO.                                       | PAGE NO.                              | DATED                                           |
| <b>Yes</b>                                   | <b>B-311-1, B-311-1-(1),<br/>and B-311-1-(2)</b> | <b>All</b>                            | <b>4-28-87, 8-1-92,<br/>and 4-8-85</b>          |

### **Step Two - The Meeting to Agree on Task Statements**

This meeting between the supervisor and the individual employee is held for the purpose of agreeing on the employee's tasks upon which the employee will be evaluated, and which constitute the employee's work requirements. The supervisor makes the final decision on tasks and completes Sections 1 and 2 of the form.

### **Step Three - Evaluating Employee Performance**

This required meeting between the supervisor and the individual employee is the "results meeting;" that is, the meeting at which the supervisor verbally evaluates and discusses the actual achievements of the employee during the rating period. The meeting should also provide the employee with an opportunity to respond to the evaluation of the supervisor. Following this meeting, the supervisor finalizes his evaluation and completes the form.

### **Step Four - The Development Plan Meeting**

This meeting between the supervisor and the employee is for the purpose of discussing actions necessary to correct deficiencies in the employee's performance identified by the rating process and to set goals for improved performance; and to determine critical tasks for the next rating period.

When necessitated by a change in tasks, supervision, or less than satisfactory performance, periodic performance conferences should be scheduled between the supervisor and the employee during the rating year.

Supervisors should apply this rating system to all probationary employees following this initial training.

The required "reviewer" may be any person designated by the division head, but would ordinarily be the immediate supervisor of the person evaluating the individual employee.

A change in immediate supervisors during the rating period may be handled in any manner deemed proper by the Division Head, but the Division Head should make every effort to insure fair and accurate individual performance.

The employee performance appraisal will be considered when evaluating employees for promotional opportunities.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-311-1**

SUBJECT **EMPLOYEE PERFORMANCE APPRAISAL**

PAGE NO. **4 of 4**

DATED **03-01-96**

EFFECTIVE DATE  
**03-01-96**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-311-1, B-311-1-(1),  
and B-311-1-(2)**

PAGE NO.  
**All**

DATED  
**4-28-87, 8-1-92,  
and 4-8-85**

## IMPLEMENTATION (ADVISORY)

Supervisors should familiarize themselves with Policy Directive No. B-305-3, Probationary Employee/Period.

This system represents a more objective approach to employee performance evaluation than did prior systems used by the Department. It is concerned less with employee personal "traits" and places greater emphasis upon "job task" requirements.

"Employee Performance Appraisal" is a system approach to employee performance evaluation, which requires more time and attention on the part of supervisors than did previous systems used by the Department. An essential requirement is periodic communication between the employee and the supervisor in the determination of work tasks and in employee work performance. The system is based upon input and communication between the employee and the supervisor.

The determination of an individual employee's "job tasks" should be based on the actual work the employee is given to do; not solely upon the description of duties given in the class specification of the employee's job title.

It is the responsibility of Division Engineers and Division Managers to monitor the employee performance appraisal of their respective division to insure compliance with the requirements of the system and that there is reasonable uniformity and consistency in the use of the system.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                |                              |                                                 |       |
|------------------------------------------------|------------------------------|-------------------------------------------------|-------|
| <b>POLICY DIRECTIVE</b>                        |                              | <b>NO. B-312-1</b>                              |       |
| SUBJECT <b>DISCIPLINARY/TERMINATION ACTION</b> |                              | PAGE NO. <b>1 of 8</b><br>DATED <b>08-01-92</b> |       |
| EFFECTIVE DATE<br><b>08-01-92</b>              | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Bobby Green</b>              |       |
| POLICY REPLACED<br><b>Yes</b>                  | POLICY NO.<br><b>B-312-1</b> | PAGE NO.<br><b>All</b>                          | DATED |

## POLICY

**DISCIPLINARY/TERMINATION ACTION AGAINST A DEPARTMENT EMPLOYEE WILL BE IMPOSED ONLY BY PROPER AUTHORITY. DISCIPLINE WILL BE IN KEEPING WITH THE OFFENSE, AND WILL BE FAIRLY AND UNIFORMLY ADMINISTERED. SUCH DISCIPLINE OR TERMINATION WILL BE IN ACCORDANCE WITH DEPARTMENT POLICIES, OFFICE OF PERSONNEL MANAGEMENT RULES, AND STATE STATUTES.**

## IMPLEMENTATION (SPECIFIC)

An employee's immediate supervisor, and/or any supervisor in a direct line of authority over that employee, may initiate and impose disciplinary/termination action against that employee. Discipline must be imposed promptly, be in keeping with the severity and nature of the offense, and be fairly and uniformly administered to all employees, considering both mitigating and aggravating circumstances.

Forfeiture of office or employment is not discretionary and termination procedures must be implemented as soon as possible whenever it is known or discovered that an employee has forfeited his position.

Communication between the supervisor and the employee, documentation, and the opportunity for the employee to respond to the action are considered to be integral parts of the disciplinary/termination system within the Department.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                |                              |                                    |                       |
|------------------------------------------------|------------------------------|------------------------------------|-----------------------|
| <b>POLICY DIRECTIVE</b>                        |                              | <b>NO. B-312-1</b>                 |                       |
| SUBJECT <b>DISCIPLINARY/TERMINATION ACTION</b> |                              | PAGE NO. <b>2 of 8</b>             | DATED <b>08-01-92</b> |
| EFFECTIVE DATE<br><b>08-01-92</b>              | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Bobby Green</b> |                       |
| POLICY REPLACED<br><b>Yes</b>                  | POLICY NO.<br><b>B-312-1</b> | PAGE NO.<br><b>All</b>             | DATED                 |

## Causes for Termination Action

The forfeiture of an employee's position upon the final conviction of, or pleading guilty or nolo contendere to, a felony or any offense involving a violation of his official oath in a State or Federal court of competent jurisdiction during the term of office or time of employment, as specified in Title 51, Section 24.1 of the Statutes.

Any employee may be terminated for forfeiture of position. In such cases, termination is accomplished by the submission of a properly executed and approved "Payroll Authorization Form" (DT Form 66-A), through proper channels, indicating "Payroll Removal - Forfeiture of Position."

Termination for forfeiture of position requires the prior approval of a higher level of authority in a direct line of authority over the employee being terminated.

No classified permanent employee will be terminated for this reason without being afforded a pretermination hearing. (See Administrative Order No. B-312-1-(1)).

The employee must be notified of the termination within ten (10) working days from the effective date of this action, by actual delivery or certified mail (return receipt requested). The Department's approved "Notice of Forfeiture of Office or Employment" form must be used for this purpose. (Be sure to complete and include the second sheet of the form "Specifics of Cause.")

## Documentation Required

1. Supervisors must acquire and have attached to the Notice and Specifics of Cause certified copies of the criminal information or complaint, and the plea agreement, judgment and sentencing upon plea of guilty, court minute or other proof of forfeiture by the employee.
2. Copies of the "Notice of Forfeiture of Office or Employment" and "Specifics of Cause" forms must be sent as indicated on the form.

## Causes for Disciplinary Action

Willful violation of:

- Oklahoma State Statutes
- Oklahoma Personnel Act and/or Merit Rules for Employment
- Oklahoma Transportation Commission Rules, Regulations, Policies and Procedures
- Oklahoma Department of Transportation Policies (including those properly established



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-312-1**

SUBJECT **DISCIPLINARY/TERMINATION ACTION**

PAGE NO. **3 of 8**

DATED **08-01-92**

EFFECTIVE DATE  
**08-01-92**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Bobby Green**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-312-1**

PAGE NO.  
**All**

DATED

by the individual operating units of the Department)

and/or for:

- Misconduct
- Insubordination
- Inefficiency
- Habitual Drunkenness
- Inability or failure to perform the duties of the position for which employed
- Conduct unbecoming a public employee
- Conviction of a crime involving moral turpitude

or any other just cause.

Discipline may be informal or formal in nature. Informal discipline is not a grievable action. Formal discipline is a grievable action.

## I. INFORMAL DISCIPLINARY ACTIONS

Informal discipline is that corrective action taken by a supervisor in the normal course of performing his/her supervisory duties and is intended to correct the wrongful acts of a subordinate employee, and/or to inform the employee of problem behavior, and to serve notice upon the subordinate employee that continued actions of like nature may result in the imposition of formal disciplinary actions against that employee.

Informal discipline may take the form of a casual remark, made publicly or privately; or it may be administered in the form of a private, "corrective interview" between the supervisor and the employee at which the employee is informed of the rule or standard of conduct violated, and/or the problem behavior being exhibited by the employee.

The supervisor should specify the corrective action expected from, and required of, the employee, and warn the employee that formal discipline will be taken against the employee should the offense continue to occur, and should the employee fail to take required corrective action. The employee should be given ample opportunity to respond to the charges of the supervisor.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-312-1**

SUBJECT **DISCIPLINARY/TERMINATION ACTION**

PAGE NO. **4 of 8**

DATED **08-01-92**

EFFECTIVE DATE  
**08-01-92**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Bobby Green**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-312-1**

PAGE NO.  
**All**

DATED

## II. FORMAL DISCIPLINARY ACTION

The following are the formal disciplinary actions available to Department supervisors and are to be considered progressively increasing (from "A" through "D") in severity:

- A. Formal Reprimand
- B. Suspension Without Pay
- C. Involuntary Demotion
- D. Discharge

In ordinary and usual cases, the system of discipline within the Department is considered to be progressive (except for "C", Involuntary Demotion). That is, proceeding from the lowest level of discipline, (informal discipline) through the progressive steps of formal discipline (first Formal Reprimand, then Suspension Without Pay, then Discharge).

However, for just cause, disciplinary action against an employee may be entered into at any progressive step of the disciplinary process; and, for just cause, individual steps in the disciplinary process may be omitted.

Involuntary transfer can not be used as a disciplinary measure.

Factors to be considered in selecting the level of discipline imposed at any given time, include: the severity and nature of the offense, mitigating and/or aggravating circumstances, the work record and history of the employee, (including prior employee service evaluations) the consequences of repeated offenses, and the number and nature of the past offenses of the employee.

### A. Formal Reprimand

A written statement presented to the employee by the supervisor at a formal meeting between the employee and the supervisor, at which the employee is informed by the supervisor that he is being disciplined with a "Formal Reprimand." The contents of the statement are to be discussed thoroughly with the employee.

The Formal Reprimand must be signed by a supervisor in direct line of authority over the employee; and requires the prior approval of a higher level of authority in a direct line of authority over the employee being disciplined.

The Formal Reprimand should be addressed to the employee, be dated, and must contain:

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-312-1**

SUBJECT **DISCIPLINARY/TERMINATION ACTION**

PAGE NO. **5 of 8**

DATED **08-01-92**

EFFECTIVE DATE  
**08-01-92**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Bobby Green**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-312-1**

PAGE NO.  
**All**

DATED

1. What rule has been violated, offense committed, and/or problem behavior exhibited by the employee; and, shall include specifics of the charge, and any other data pertinent to the violation, offense or behavior.
2. Note any prior informal or formal disciplinary actions taken by the employee's supervisors to correct the problem.
3. Corrective actions expected and required of the employee.
4. A warning that further violations could result in more stringent disciplinary actions.
5. The employee's rights to appeal the action under the Formal Grievance Process of the Department (Policy Directive B-301-1 and Administrative Order B-301-1-(1)).

The employee will be informed of his right to respond in writing to the Formal Reprimand, and be given reasonable time in which to do so. If the employee so elects, the employee's response should be attached and made an integral part of the written Formal Reprimand.

## Documentation Required

1. A copy of the Formal Reprimand must be given to the employee at the time of the meeting.
2. One copy of the Formal Reprimand, with the written response of the employee attached, if one is given, will be sent promptly to the Human Resources Division and will be placed in the employee's personnel file.
3. The supervisor will make notes of, and keep on file, a record of the discussion between the supervisor and the employee, including any verbal response given by the employee at the Formal Reprimand Meeting.

## B. Suspension Without Pay

A probationary employee may be suspended from duty without pay for disciplinary or internal investigatory purposes for up to sixty (60) calendar days without right of appeal or formal hearing.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-312-1**

SUBJECT

**DISCIPLINARY/TERMINATION ACTION**

PAGE NO. **6 of 8**

DATED **08-01-92**

EFFECTIVE DATE

**08-01-92**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Bobby Green**

POLICY REPLACED

**Yes**

POLICY NO.

**B-312-1**

PAGE NO.

**All**

DATED

A permanent employee may be suspended from duty without pay for disciplinary or internal investigatory purposes, for up to sixty (60) calendar days within any twelve (12) month period for any of the reasons set forth in Rule 530:10-11-113 (State of Oklahoma, Merit Rules for Employment, Published by the Office of Personnel Management), and this Policy Directive.

The imposition of Suspension Without Pay as a disciplinary measure requires the prior approval of a higher level of authority in a direct line of authority over the employee being disciplined, and will not occur until the employee has been offered a predisciplinary hearing (See Administrative Order No. B-312-1-(1)).

The employee must be verbally notified of this action by proper authority as soon as possible following the decision to impose the discipline, and within five (5) calendar days from the effective date of the suspension by actual delivery or certified mail (return receipt requested), using the Department's approved "Notice of Disciplinary Action" form for these purposes. (Be sure to complete and include the second sheet of the form, "Specifics of Cause.") Included with this written notification to the employee must be a copy of Oklahoma Merit Protection Commission Form MPC-200, "Petition for Appeal."

In such cases, suspension without pay is accomplished by the submission of a properly executed and approved "Payroll Authorization Form" (DT Form 66-A), through proper channels to the Human Resources Division, indicating "Suspension Without Pay" in Block No. 1.

## Documentation Required

1. The supervisor will make notes and keep on file a record of the discussion and comments from all participants in the meeting to verbally notify the employee of the imposed discipline.
2. Copies of the "Notice of Disciplinary Action" form must be sent as indicated on the form.

## C. Involuntary Demotion (For Disciplinary Reasons)

A permanent employee may be demoted for any of the reasons set forth in Rule 530:10-11-113 (State of Oklahoma, Merit Rules for Employment, Published by the Office of Personnel Management), and this Policy Directive. Although Involuntary Demotion may be used as a disciplinary measure for the same causes that other disciplinary measures are imposed, its principle use is to correct erroneous classifications. It is not to be considered as a step in the progressive disciplinary

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-312-1**

SUBJECT

**DISCIPLINARY/TERMINATION ACTION**

PAGE NO. **7 of 8**

DATED **08-01-92**

EFFECTIVE DATE

**08-01-92**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Bobby Green**

POLICY REPLACED

**Yes**

POLICY NO.

**B-312-1**

PAGE NO.

**All**

DATED

system of the Department.

The imposition of demotion as a disciplinary measure requires the prior approval of a higher level of authority in a direct line of authority over the employee being disciplined and will not occur until the employee has been offered a predisciplinary hearing. (See Administrative Order No. B-312-1-(1).)

The employee must be notified in writing of this action by proper authority prior to the effective date of the demotion, (and within five (5) calendar days from the effective date of the demotion) by actual delivery or certified mail (return receipt requested), using the Department's approved "Notice of Disciplinary Action" form for these purposes. (Be sure to complete and include the second sheet of the form, "Specifics of Cause.") Included with this written notification to the employee must be a copy of Oklahoma Merit Protection Commission Form MPC-200, "Petition for Appeal." In such cases, demotion is accomplished by the submission of a properly executed and approved "Payroll Authorization Form" (DT Form 66-A), through proper channels to the Human Resources Division, indicating "Involuntary Demotion" in Block No. 1.

## Documentation Required

1. Supervisors will make notes and keep on file a record of any written documentation, counseling, discussions and comments relative to the decision to impose this discipline.
2. Copies of the "Notice of Disciplinary Action" form must be sent as indicated on the form.

## D. Dismissal/Discharge

A probationary employee may be dismissed during the employee's probationary period with the Department. In such cases, separation is accomplished by the submission of a properly executed and approved "Payroll Authorization Form" (DT Form 66-A), through proper channels, indicating "Payroll Removal -Dismissal During Probationary Period", in Block No. 1, "Type of Action."

This action may not be appealed by the employee unless the dismissed employee alleges discrimination, or a violation of the employee's rights of discussing the operations of the agency with any member of the legislature.

A permanent employee may be discharged for any of the reasons set forth in Rule 530:10-11-113 (State of Oklahoma, Merit Rules for Employment, published by the Office of Personnel Management), and this Policy Directive. Discharge as a

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. **B-312-1**

SUBJECT

**DISCIPLINARY/TERMINATION ACTION**

PAGE NO. **8 of 8**

DATED **08-01-92**

EFFECTIVE DATE

**08-01-92**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Bobby Green**

POLICY REPLACED

**Yes**

POLICY NO.

**B-312-1**

PAGE NO.

**All**

DATED

disciplinary measure requires the prior approval of a higher level of authority in a direct line of authority over the employee being disciplined, and will not occur until the employee has been afforded a predisciplinary hearing (see Administrative Order No. B-312-1-(1)).

The employee must be notified of this action within ten (10) working days from the effective date of this action, by actual delivery or certified mail (return receipt requested). The Department's approved "Notice of Disciplinary Action" form must be used for this purpose. (Be sure to complete and include the second sheet of the form, "Specifics of Cause.") Included with this notification must be a copy of Oklahoma Merit Protection Commission Form MPC-200, "Petition for Appeal."

In such cases, separation is accomplished by the submission of a properly executed and approved "Payroll Authorization Form" (DT Form 66-A), through proper channels to the Human Resources Division, indicating "Payroll Removal - Discharge" in Block No. 1, "Type of Action."

### Documentation Required

1. Supervisors will make notes and keep on file a record of any written documentation, counseling, discussions and comments relative to the decision to impose this discipline.
2. Copies of the "Notice of Disciplinary Action" form must be sent as indicated on the form.

### IMPLEMENTATION (ADVISORY)

Supervisors should also be familiar with Policy Directive's B-301-1 and B-305-4; and Administrative Orders B-301-1-(1), B-305-2-(6), and B-312-1-(1).

Attached is a sample copy of the Department's "Notice of Disciplinary Action" form, "Notice of Forfeiture of Office or Employment" form, and a sample copy of Oklahoma Merit Protection Commission Form MPC-200, "Petition for Appeal."

In addition to the documentation required by this Policy Directive, supervisors are advised to keep a personal, and reasonably detailed log of all counseling, corrective interviews, and other, informal as well as formal, disciplinary actions.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                |                                             |
|------------------------------------------------|---------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-312-1-(1)</u>        | PAGE NO. <u>1 of 3</u>                      |
| SUBJECT: <u>PREDISCIPLINARY/PRETERMINATION</u> | DATE ISSUED <u>01-02-92</u>                 |
| <u>HEARING PRIOR TO DISCHARGE,</u>             | DATE EFFECTIVE <u>01-02-92</u>              |
| <u>SUSPENSION WITHOUT PAY,</u>                 | REPLACED NO. <u>B-312-1-(1)</u>             |
| <u>INVOLUNTARY DEMOTION OF FORFEITURE</u>      | DATE <u>05-23-91</u>                        |
| <u>OF POSITION</u>                             | ISSUED BY <u>AD - Human Resources &amp;</u> |
| REFERENCE POLICY DIRECTIVE NO. <u>B-321-1</u>  | <u>Training</u>                             |
| DATED <u>01-02-92</u>                          | <u>s/s Jon Powell</u>                       |

No permanent, classified employee shall be either discharged from employment with the Department, suspended without pay, involuntarily demoted or terminated for forfeiture of position until and unless that employee has been afforded a "predisciplinary/pretermination hearing" to determine whether or not there are "reasonable grounds" to believe that the charges against the employee are true and support the proposed action.

This policy does not apply to probationary or unclassified employees.

"Reasonable grounds" are such a state of facts which would incite a person of reasonable prudence under similar circumstances to believe and conscientiously entertain honest and strong suspicion that the employee sought to be disciplined or terminated did or did not do some act, or series of acts, to warrant discipline of the employee under rule 530:10-11-113 of the Merit Rules for Employment, published by the Office of Personnel Management, or forfeit his/her office or employment pursuant to Title 51, Section 24.1 of the Oklahoma Statutes.

When such preliminary decision has been reached by proper authority, the following must be the process prior to taking disciplinary/termination action.

## Written Notice Given to Employee

A written statement of the charges and the evidence against the employee must be prepared and given to the employee prior to the predisciplinary/pretermination hearing (using the Department's "Proposed Disciplinary Action Notice of Predisciplinary Hearing" or "Notice of Pretermination Hearing" and "Specifics of Cause" forms, attached to this Administrative Order). The "Specifics of Cause" shall state all grounds for discipline and shall include a general summary of evidence to support each of the stated grounds.

The employee shall be advised of his or her rights of representation by legal counsel, or a representative of choice, in an advisory capacity.

The employee must be afforded a reasonable period of time (at least forty-eight (48) hours) after receiving the written statement to prepare rebuttal to the evidence presented, except in cases of proposed discharge or termination in which case the employee must be given seven (7) calendar days.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                |                                             |
|------------------------------------------------|---------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-312-1-(1)</u>        | PAGE NO. <u>2 of 3</u>                      |
| SUBJECT: <u>PREDISCIPLINARY/PRETERMINATION</u> | DATE ISSUED <u>01-02-92</u>                 |
| <u>HEARING PRIOR TO DISCHARGE,</u>             | DATE EFFECTIVE <u>01-02-92</u>              |
| <u>SUSPENSION WITHOUT PAY,</u>                 | REPLACED NO. <u>B-312-1-(1)</u>             |
| <u>INVOLUNTARY DEMOTION OF FORFEITURE</u>      | DATE <u>05-23-91</u>                        |
| <u>OF POSITION</u>                             | ISSUED BY <u>AD - Human Resources &amp;</u> |
| REFERENCE POLICY DIRECTIVE NO. <u>B-321-1</u>  | <u>Training</u>                             |
| DATED <u>01-02-92</u>                          | <u>s/s Jon Powell</u>                       |

The statement will inform him/her of the date, time, place and purpose of the predisciplinary/pretermination hearing, and of the employee's opportunity to rebut the evidence against the employee, and to present reasons why the proposed discipline/termination should not take place.

Except for proposed discharge for commission of criminal offense, or act involving moral turpitude, the agency will file in the employee's official personnel file in the Human Resources Division at least seventy-two (72) hours before each predisciplinary hearing involving discharge, a certificate to be included in the record stating what disciplinary actions have been taken to comply with progressive discipline prior to the predisciplinary hearing and proposed discharge, and further certifying that all mandatory progressive discipline actions, as required by statute or rule, have been taken before predisciplinary hearing.

Pending completion of this proposed disciplinary/pretermination action notice and response procedure, an employee may be suspended without warning in accordance with Rule 530:10-11-120, "Suspension With Pay" to avoid undue disruption of work or to protect the safety of persons or property, or for other serious reasons.

## **The Predisciplinary/Pretermination Hearing**

At the hearing the employee must be afforded an opportunity to present his/her side of the story in rebuttal to the evidence.

Additional charges or evidence that the agency knew about prior to the time of the notice to the employee, but not included in the notice to the employee, may not be presented in a predisciplinary/pretermination hearing.

Predisciplinary/pretermination hearings will be tape recorded.

The objective of this predisciplinary/pretermination hearing is to determine if there are reasonable grounds to warrant the discipline or termination for forfeiture of position of the employee and as an initial check against mistaken decisions. It is not intended to definitively resolve the propriety of the discipline itself, in that final resolution can be made under the avenues of appeal available to the employee after discipline.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                       |                                                    |
|-------------------------------------------------------|----------------------------------------------------|
| <b>ADMINISTRATIVE ORDER</b> <u>B-312-1-(1)</u>        | <b>PAGE NO.</b> <u>3 of 3</u>                      |
| <b>SUBJECT: <u>PREDISCIPLINARY/PRETERMINATION</u></b> | <b>DATE ISSUED</b> <u>01-02-92</u>                 |
| <b><u>HEARING PRIOR TO DISCHARGE,</u></b>             | <b>DATE EFFECTIVE</b> <u>01-02-92</u>              |
| <b><u>SUSPENSION WITHOUT PAY,</u></b>                 | <b>REPLACED NO.</b> <u>B-312-1-(1)</u>             |
| <b><u>INVOLUNTARY DEMOTION OF FORFEITURE</u></b>      | <b>DATE</b> <u>05-23-91</u>                        |
| <b><u>OF POSITION</u></b>                             | <b>ISSUED BY</b> <u>AD - Human Resources &amp;</u> |
| <b>REFERENCE POLICY DIRECTIVE NO. <u>B-321-1</u></b>  | <b>Training</b>                                    |
| <b>DATED <u>01-02-92</u></b>                          | <b><u>s/s Jon Powell</u></b>                       |

Predisciplinary/pretermination hearings should be conducted by a person of assistant division head level, division head level, or higher. However, in order to avoid negation of the disciplinary/termination action, (should such be the result of the hearing) it is imperative that the person conducting the hearing not have played the dominant role in either the investigation of the charges or in the decision to discipline/terminate the employee, although, the person may have caused and/or concurred in both.

Should the Division Head of the employee being disciplined choose not to select a hearing officer from the Division, then the Assistant Director-Human Resources & Training Division, is designated to select the person to conduct the predisciplinary/pretermination hearing.

## **The Predisciplinary/Pretermination Hearing Can Only Result In**

1. A finding that there does exist reasonable sufficient grounds to support the proposed disciplinary/termination action. If such is found, the employee may be disciplined/terminated by proper authority at the close of the hearing
2. A finding that there does not exist reasonable grounds to support the proposed disciplinary/termination action. The hearing officer will establish the maximum limits of any discipline to be imposed. Division heads may then consider and, if warranted, impose other appropriate, lesser disciplinary action.

In cases of suspension without pay or involuntary demotion, the employee will be so notified by actual delivery or by Certified Mail, Return Receipt Requested, within five (5) calendar days of the hearing. In the case of a predisciplinary/pretermination hearing supporting discharge or termination as the proposed action, the Director, or his designee, will review the records of the predisciplinary/pretermination hearing and all other evidence in support thereof, including, but not limited to, compliance with all applicable laws, rules, regulations and policies. The employee will be notified by the Director, or his designee, of the final decision within (10) working days after the predisciplinary/pretermination hearing by actual delivery or certified mail, return receipt requested.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-402-1**

SUBJECT **OKLAHOMA DEPARTMENT OF TRANSPORTATION  
COMMUNICATIONS HANDBOOK**

PAGE NO. **1 of 1**  
DATED **06-01-89**

EFFECTIVE DATE  
**06-01-89**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-402-1**

PAGE NO.  
**All**

DATED  
**06-26-84**

## POLICY

**THE CURRENT OKLAHOMA DEPARTMENT OF TRANSPORTATION COMMUNICATIONS HANDBOOK, EDITION 1989, IS HEREBY MADE A PART OF THE OFFICIAL POLICIES OF THE DEPARTMENT.**

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                            |                              |                                                 |                          |
|--------------------------------------------|------------------------------|-------------------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                    |                              | <b>NO. B-502-1</b>                              |                          |
| SUBJECT <b>DRUG FREE AWARENESS PROGRAM</b> |                              | PAGE NO. <b>1 of 1</b><br>DATED <b>08-01-90</b> |                          |
| EFFECTIVE DATE<br><b>08-01-90</b>          | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Jack L. Blaess</b>           |                          |
| POLICY REPLACED<br><b>Yes</b>              | POLICY NO.<br><b>B-502-1</b> | PAGE NO.<br><b>All</b>                          | DATED<br><b>03-14-89</b> |

## POLICY

**THE DEPARTMENT WILL CONDUCT AN ONGOING DRUG FREE AWARENESS PROGRAM FOR ALL EMPLOYEES OF THE DEPARTMENT.**

## IMPLEMENTATION (SPECIFIC)

Responsibility for the conduct of an ongoing employee education program known as the "Drug Free Awareness Program" is lodged with the Training and Recruitment Division. The purpose of the program is to inform each employee about:

1. The damages of drug abuse in the workplace
2. The Department's policy of maintaining a drug free workplace
3. Available drug counseling, rehabilitation, and employee assistance programs
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the work place

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-601-1

SUBJECT

**DEPARTMENT PURCHASING**

PAGE NO. 1 of 6

DATED 04-30-03

EFFECTIVE DATE

**April 30, 2003**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Gary M. Ridley**

POLICY REPLACED

**Yes**

POLICY NO.

**B-601-1**

PAGE NO.

**All**

DATED

**07-01-02**

## POLICY

THE INTENT OF THIS POLICY IS TO ENSURE COMPLIANCE WITH OKLAHOMA STATUTES CONCERNING PURCHASING; PROVIDE BASIC INFORMATION AND POLICY GUIDELINES REGARDING PURCHASING AND ENSURE FAIR, UNIFORM, AND COMPETITIVE PURCHASING PRACTICES. THE DEPARTMENT'S PURCHASING PROCEDURES ARE GOVERNED BY THE "OKLAHOMA CENTRAL PURCHASING ACT" 74 S.C., 85.2 et seq., AND THIS POLICY.

*If You Have Questions about Purchasing Statutes or Policies, Contact the ODOT Procurement Branch.*

## IMPLEMENTATION (SPECIFIC)

The methods of acquiring goods and/or services for ODOT are:

- A. Requisition for Purchase
- B. Authority Order
- C. Professional/Personal Services Contract
- D. State of Oklahoma Purchasing Card

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-601-1

SUBJECT

**DEPARTMENT PURCHASING**

PAGE NO. **2 of 6**

DATED **04-30-03**

EFFECTIVE DATE

**April 30, 2003**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Gary M. Ridley**

POLICY REPLACED

**Yes**

POLICY NO.

**B-601-1**

PAGE NO.

**All**

DATED

**07-01-02**

## A. Requisition for Purchase

For needs assessment purposes, all purchases requiring a Purchase Requisition to Procurement or a Project Requisition to the Construction and Properties Division of D.C.S, must be signed by the Division Engineer/Department Head or his/her designee and then forwarded to the Comptroller for approval of funding. After these approvals, the requisition should be forwarded to the Procurement Branch for processing. Refer to Policy B-601-1(1) Requisition for Purchase for specifics regarding the use of requisition for purchase, and Policy B-601-1(2) Split Purchasing regarding split purchasing definition and prohibition.

## B. Authority Order

If the product is available from State Use Groups, then it must be acquired from that source. If the product is available from Oklahoma Correctional Industries (OCI) it must be acquired from them unless a waiver is obtained. In the event both State Use and OCI make the product, State Use contracts will take precedence.

Authority Orders shall not be used on mandatory statewide contract or warehouse stock.

Authority Orders are an accounting document whose primary purpose is to allow the encumbrance of funds. Any questions about guidelines for usage of Authority Orders or how to determine the amount designated on Authority Orders should be directed to the Comptroller Division. Individual purchases against Authority Orders are limited to a maximum of \$2,500.

## C. Professional/Personal Services Contracts

Professional or Personal Services Contracts may be used to secure contractual services. These contracts must be approved by the Director, General Counsel or Deputy Director. Professional Services Contracts and Personal Service Contracts may be affected by a hiring freeze from the Governor's office.

## D. State of Oklahoma Purchasing Card (P/Card)

1. **Methods of Purchase** - The P/Card may be used for walk-in, telephone and internet purchases. It is recommended that internet purchases be made from a merchant with a secured internet site.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-601-1

SUBJECT

**DEPARTMENT PURCHASING**

PAGE NO. **3 of 6**

DATED **04-30-03**

EFFECTIVE DATE

**April 30, 2003**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Gary M. Ridley**

POLICY REPLACED

**Yes**

POLICY NO.

**B-601-1**

PAGE NO.

**All**

DATED

**07-01-02**

2. **Split Purchases.** *Split purchases are prohibited and shall not be made. Refer to Policy No. B-601-1-(2).*
3. **Other Prohibited Purchases** - The P/Card shall **NOT** be used for the following types of purchases:
  - a. Travel, including, but not limited to, transportation, entertainment, food and beverages, travel agencies and lodging, unless such use is approved by the State Purchasing Director
  - b. Cash, cash advances, automatic teller machine (ATM) transactions
  - c. Purchases of any goods or services for personal use and not for official State use
  - d. Any transaction exceeding a total of \$2,500.00
  - e. Any transaction or series of transactions which exceed the limits established on an individual P/Card
  - f. Motor fuel or fluids
  - g. Gift certificates
4. **Certain Conference and Training Fees** - The P/Card may be used to contract for conference/training course fees, conference equipment (such as audio or video equipment), conference/training rooms, conference/training set-up services and conference/training materials. Goods and services prohibited by Paragraph D, subsection 3 of this section are not considered certain training and conference fees.
5. **Merchant Preferences** - P/Card purchases shall comply with the following preferences for certain merchants or types of contracts. The following are listed in the order of preference:
  - a. State Use Committee - State entities shall make P/Card purchases from merchants on the State Use Committee procurement schedule if the merchant's delivery date meets the State entity requirements. State Use Committee statewide contracts are mandatory for use. State entities shall reference the State Use Committee procurement schedule to ensure P/Card purchases are pursuant to 74 O.S. § 3007.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. **B-601-1**

SUBJECT

**DEPARTMENT PURCHASING**

PAGE NO. **4 of 6**

DATED **04-30-03**

EFFECTIVE DATE

**April 30, 2003**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Gary M. Ridley**

POLICY REPLACED

**Yes**

POLICY NO.

**B-601-1**

PAGE NO.

**All**

DATED

**07-01-02**

- b. Oklahoma Correctional Industries (OCI) - State entities shall make purchases from OCI pursuant to 57 O.S. § 549.1. There is no lower dollar limit that exempts purchases from OCI.
  - c. Mandatory Statewide Contracts - State entities shall make purchases from mandatory statewide contracts regardless of the purchase price unless the State Purchasing Director has issued a waiver to the entity.
  - d. Nonmandatory Statewide Contracts - State agencies may use nonmandatory statewide contracts when an agency determines it is in the best interest of the state.
  - e. Additional Information - Additional information on the above preferences may be obtained from the entity Certified Procurement Officer and are found in the Oklahoma Purchasing Division codified rules (580:15-6-5).
6. **Prices Paid** - Cardholders shall ensure that prices paid for P/Card purchases are fair and reasonable.
  7. **Transaction Logs** - Cardholders shall maintain a transaction log of all P/Card purchases, returns, credits and disputed transactions. A separate log shall be maintained for each P/Card for each cycle.
  8. **Receipts for Purchase** - Receipts shall be obtained for purchases. If a receipt is not furnished by the merchant (as may be the case with a phone or internet order), an order confirmation or confirmation number should be obtained. This confirmation number must be placed on the transaction log. If neither a receipt nor confirmation information is available, the transaction log entry shall serve as a receipt. In the latter situation, cardholders should consider future use of another merchant who will provide a receipt or confirmation information. If a receipt is lost, the cardholder shall note the loss on the transaction log and complete a Lost Receipt Report. The Lost Receipt Report shall be included in the cardholder's reconciliation submission. Repeated loss of receipts may be grounds for discontinuing a cardholder's P/Card use or other disciplinary or legal action.
  9. **State Sales Tax** - State entity purchases are exempt from the State of Oklahoma sales tax. Cardholders should exercise care to ensure they are not being charged nor paying such tax. The sales tax identification number is provided on the face of the P/Card.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-601-1

SUBJECT

**DEPARTMENT PURCHASING**

PAGE NO. **5 of 6**

DATED **04-30-03**

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POLICY NO.

**B-601-1**

PAGE NO.

**All**

DATED

**07-01-02**

10. **Willful Violation of P/Card** - Willful violation of P/Card rules and procedures may result in criminal prosecution and will result in disciplinary action and permanent loss of P/Card privileges. Willful violations totalling less than \$250.00 will be grounds for termination or suspension without pay for a period of not less than forty-five (45) days. Willful violations totalling \$250.00 or more will be grounds for termination from employment. Additionally, reimbursement and restitution will be required.
11. **P/Card Non-Acceptance** - In the event of P/Card non-acceptance, the individual P/Card holder may contact Bank One to determine why their card was not accepted or declined. The individual P/Card holder shall then contact the P/Card Administrator or their back-up for problem resolution.

## **EMERGENCY PURCHASES (\$2,500 to \$35,000) (Emergency Purchases may not exceed \$35,000) (Reference 74:OS, § 85.7.a-4)**

1. It may be necessary to make emergency purchases to protect public safety and/or public property, to forestall economic loss to the taxpayers of the State of Oklahoma or to act in the best interests of ODOT. Emergency purchases should fit the following guidelines.
2. An emergency purchase should result only from a situation which was not readily foreseeable and made at the discretion of the Division Engineer (Manager).
3. An effort should be made to obtain the required goods and/or services from ODOT resources.
4. Vendors who are on contract should be afforded first opportunity to respond to the emergency purchase requirements if they are able to respond in the time frame required to deal with the emergency.
5. A documentation letter from the Division Engineer or Division Manager stating the nature of the emergency, and the actions taken, must be forwarded to the ODOT Procurement Branch along with a requisition, a list of suggested vendors, and a product justification within 5 days following the acquisition.

## **GENERAL NOTES (Requisition for Purchase and Authority Orders):**

1. Products available on a current mandatory statewide contract, must be purchased from the contract **regardless of price**, unless the State Purchasing Director approves the



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-601-1**

SUBJECT

**DEPARTMENT PURCHASING**

PAGE NO. **6 of 6**

DATED **04-30-03**

EFFECTIVE DATE

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**DIRECTOR**

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**s/s Gary M. Ridley**

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POLICY NO.

**B-601-1**

PAGE NO.

**All**

DATED

**07-01-02**

- agency's written request for an exception explaining why the exception is in the best interests of the State.
2. Products or services available from non-mandatory statewide contracts should be given preference if prices are comparable to open market requisition prices.
  3. Procurement files will be stored in the Procurement Branch office per DCS Rule 580:15-6-4 for auditing purposes. Authority Order files will be stored in the Comptroller Division. A CPO will be made available to assist the auditing team at the time of their visit to ODOT.
  4. For monitoring purposes, the ordering Division will be required to contact the Procurement Branch in the event a product or service is delivered that does not match the product or service described on the Purchase Order. The CPO will then contact the vendor and try to correct the problem.

## SOLE SOURCE/SOLE BRAND AFFIDAVIT

A Sole Source/Sole Brand Affidavit must be submitted when commodities or services are available only from a single vendor or manufacturer. Sole Source Affidavit forms and the Department of Central Services criteria for determining which purchases qualify as Sole Source are available from the ODOT Procurement Branch. Sole Source criteria are rigorous. The Sole Source Affidavit form must clearly state the reason(s) why the requested commodities and/or services are available only from the requested vendor or manufacturer. Sole Source Affidavit forms must be signed by the requesting Division Engineer, Division Manager or Department Head before being submitted to the Procurement Branch. The Procurement Branch will then initial the form and forward it to the ODOT Director for final signature as required by 74 O.S. § 85.45j.

## VENDOR COMPLAINTS

In the event a vendor delivers goods and/or services which do not meet specifications or does not make delivery in a timely manner, a Vendor Performance Quality Report should be forwarded to ODOT Procurement Branch. The form is available on the DCS website at [www.dcs.state.ok.us](http://www.dcs.state.ok.us).

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                  |                                                                                |
|--------------------------------------------------|--------------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-601-1-(1)</u>          | PAGE NO. <u>1 of 3</u>                                                         |
| SUBJECT: <u>Requisition for Purchase</u>         | DATE ISSUED <u>April 30, 2003</u>                                              |
| REFERENCE POLICY DIRECTIVE(s) NO. _____          | DATE EFFECTIVE <u>April 30, 2003</u>                                           |
| <u>B-601-1 and B-601-1-(2)</u>                   | REPLACED NO. <u>07-01-02</u>                                                   |
| DATED <u>April 30, 2003 and November 1, 1998</u> | ISSUED BY <u>Asst. Dir. - Administration</u><br><u>s/s Michael E. Mayberry</u> |

## GENERAL NOTES

1. When goods or services are offered at a fair market value by an organization designated "As State Use," purchases must be made from that organization.
2. All items which are available from Oklahoma Correctional Industries Division (OCI) cannot be purchased from any other vendor unless a waiver is obtained from OCI. Purchases from OCI require only the Requisition Form.
3. Purchases from other governmental entities require only the Requisition Form. There is no dollar limit for this type purchase.
4. Acquisitions of \$2,500.00 and above must be accompanied by the Product Justification Form or the Service Justification Form pursuant to 74 O.S. § 85, 4.E.1. & 2 unless purchased from a state-wide contract or inter-governmental agreement.
5. For purchasing purposes any item costing less than \$500.00 is not considered equipment.

### Types of Purchases Requiring a Purchase Requisition are as follows:

- A. Contract Purchases** (A list of current contracts is available from the Department of Central Services (DCS) website at [www.dcs.state.ok.us](http://www.dcs.state.ok.us)).
1. The Requisition Form is required when submitting Requisitions for contract purchases only.
  2. There is no dollar limit for purchases against contracts.
  3. In an emergency, a contract vendor may be contacted to request delivery before a Purchase Order is issued. Should this occur, put this statement in the TERMS section of your requisition: **EMERGENCY CONFIRMING PURCHASE - EFFECTIVE DATE** \_ - \_ (This should be the date you placed the order with the vendor.)
- B. Purchases Under \$2,500**

Purchase Requisitions may be used for purchases under \$2,500. Please exercise extreme caution to avoid Split Purchasing.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                  |                                                                                |
|--------------------------------------------------|--------------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-601-1-(1)</u>          | PAGE NO. <u>2 of 3</u>                                                         |
| SUBJECT: <u>Requisition for Purchase</u>         | DATE ISSUED <u>April 30, 2003</u>                                              |
| REFERENCE POLICY DIRECTIVE(s) NO. _____          | DATE EFFECTIVE <u>April 30, 2003</u>                                           |
| <u>B-601-1 and B-601-1-(2)</u>                   | REPLACED NO. <u>07-01-02</u>                                                   |
| DATED <u>April 30, 2003 and November 1, 1998</u> | ISSUED BY <u>Asst. Dir. - Administration</u><br><u>s/s Michael E. Mayberry</u> |

## Purchases Over \$2,500 But Under \$25,000 (Not on Contract)

Prior to making a purchase of more than \$2,500 and less than \$25,000, verify that the goods or services being acquired are not available through the State Use Groups, through OCI, or on a current mandatory contract issued by DCS (See DCS Rule 580:15-6-5 regarding acquisitions for nonmandatory contracts). If the goods or services are available through any of these programs, the acquisition must be made through that program as required by law unless the Director of the Department of Central Services (DCS) approves the agency's written request for an exception.

1. A CPO will obtain a minimum of three (3) bids/quotes.
  - a) Requisitions over \$2,500 but less than \$10,000 require a Non Collusion Affidavit from the awarded bidder.
  - b) Requisitions over \$10,000 but less than \$25,000 require a Non Collusion Affidavit from each bidder.
2. The following items must be submitted along with the Requisition Form:
  - a) Specifications
  - b) A list of suggested vendors
  - c) Product Justification and/or Service Justification Form
3. Avoid Split Purchasing
4. The CPO will review all bids and determine award to successful vendor.

## D. Purchases Over \$25,000.00 (Not on Contract)

1. A Product Justification and/or Service Justification Form must be submitted with the Requisition.
2. The Requisition should give a clear description of the items which are to be purchased.
3. A complete set of specifications should be attached to your Requisition when required.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                  |                                                                                |
|--------------------------------------------------|--------------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-601-1-(1)</u>          | PAGE NO. <u>3 of 3</u>                                                         |
| SUBJECT: <u>Requisition for Purchase</u>         | DATE ISSUED <u>April 30, 2003</u>                                              |
| REFERENCE POLICY DIRECTIVE(s) NO. _____          | DATE EFFECTIVE <u>April 30, 2003</u>                                           |
| <u>B-601-1 and B-601-1-(2)</u>                   | REPLACED NO. <u>07-01-02</u>                                                   |
| DATED <u>April 30, 2003 and November 1, 1998</u> | ISSUED BY <u>Asst. Dir. - Administration</u><br><u>s/s Michael E. Mayberry</u> |

4. DCS will no longer be sending agencies copies of the Invitation to Bid Form. They can be viewed, printed and downloaded from the DCS website at [www.dcs.state.ok.us](http://www.dcs.state.ok.us).
5. All communications with DCS shall be directed to the ODOT Procurement Branch.

**E. Purchases with Labor & Material (Construction & Properties Division of DCS)  
\$ 0 to \$ 25,000**

Purchases where both labor and materials are needed must be submitted to the ODOT Procurement Branch along with a full set of specifications and a list of suggested vendors. A CPO will then obtain three (3) bids and forward the Requisition to the Construction and Properties Division of DCS for processing.

**F. Purchases with Labor & Material (Construction & Properties Division of DCS)  
MORE THAN \$ 25,000**

1. Purchases where both labor and materials are needed must be submitted to the ODOT Procurement Branch along with a full set of specifications. ODOT Procurement will forward the Requisition to the Construction and Properties Division of DCS for processing.
2. All communications with DCS shall be directed to the ODOT Procurement Branch.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                         |                                                                                |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-601-1-(2)</u>                                 | PAGE NO. <u>1 of 2</u>                                                         |
| SUBJECT: <u>SPLIT PURCHASING</u>                                        | DATE ISSUED <u>02-15-99</u>                                                    |
| REFERENCE POLICY DIRECTIVE NO. <u>B-601-1</u><br><u>and B-601-1-(1)</u> | DATE EFFECTIVE <u>November 1, 1998</u>                                         |
| DATED <u>November 1, 1998</u>                                           | REPLACED NO. <u>New Policy</u>                                                 |
|                                                                         | DATE _____                                                                     |
|                                                                         | ISSUED BY <u>Asst. Dir. - Administration</u><br><u>s/s Michael E. Mayberry</u> |

## SPLIT PURCHASING

Split purchasing is defined in Section 85.7 of Title 74 as follows:

***“Separate contracts or acquisitions for the individual components of a total project or service or split purchasing for the purpose of evading the requirement of competitive bidding SHALL BE DEEMED A FELONY.”***

Splitting purchases for the same product or project may be considered an attempt to circumvent the price limitations. The essential test for split purchasing is intent to avoid competitive bidding.

The four most common mistakes regarding split purchasing are as follows:

### 1. Splitting a Project

Take caution not to set the scope of any *total project* too narrowly. Dividing purchases that would otherwise be linked together by common purpose can mean trouble. It will help to keep in mind the basic principle of central purchasing: Purchases of similar or related items, where reasonably foreseeable, should be grouped together so that competition and economies of scale can come into play to save money.

### 2. Splitting Out the First \$25,000

The first \$25,000 of any given project or services is not exempt from Central Purchasing's competitive bidding process. When an expenditure for a project or service can be reasonably expected to exceed \$25,000 during a single fiscal year, the entire acquisition should be bid through Central Purchasing.

### 3. Time-Splitting

It is not appropriate to spread a project into a series of orders of less than \$25,000 over time to avoid Central Purchasing bidding.

**Example:** *Remodeling an office piece by piece over the course of a year to avoid bidding the entire remodeling project, that would in total exceed the \$25,000 threshold, is forbidden.*

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                         |                                                                                |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>B-601-1-(2)</u>                                 | PAGE NO. <u>2 of 2</u>                                                         |
| SUBJECT: <u>SPLIT PURCHASING</u>                                        | DATE ISSUED <u>02-15-99</u>                                                    |
| REFERENCE POLICY DIRECTIVE NO. <u>B-601-1</u><br><u>and B-601-1-(1)</u> | DATE EFFECTIVE <u>November 1, 1998</u>                                         |
| DATED <u>November 1, 1998</u>                                           | REPLACED NO. <u>New Policy</u>                                                 |
|                                                                         | DATE _____                                                                     |
|                                                                         | ISSUED BY <u>Asst. Dir. - Administration</u><br><u>s/s Michael E. Mayberry</u> |

#### 4. Vendor-Splitting

It is not appropriate to divide a single project among several vendors to keep the individual orders at less than \$25,000.

**Example:** *Purchasing a computer electronic mail network, for example, by dissecting the project into several elements of hardware and software and ordering each from a different vendor, is prohibited.*

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-903-1**

SUBJECT **ODOT GUIDELINES FOR PUBLIC AUCTION OF  
AUTOMOTIVE EQUIPMENT**

PAGE NO. **1 of 1**  
DATED **10-01-85**

EFFECTIVE DATE  
**10-01-95**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s V.O. Bradley**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

## **POLICY**

**THE CURRENT DEPARTMENT GUIDELINES  
FOR PUBLIC AUCTION OF AUTOMOTIVE  
EQUIPMENT IS OFFICIAL POLICY OF THE  
DEPARTMENT.**

## **IMPLEMENTATION (SPECIFIC)**

No Department employee will be permitted to bid on any item, nor can any employee have another person bid on his behalf.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-904-1**

SUBJECT **PREPARATION AND MAINTENANCE OF INVENTORY RECORDS**

PAGE NO. **1 of 7**  
DATED **05-30-99**

EFFECTIVE DATE  
**05-30-99**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-904-1**

PAGE NO.  
**All**

DATED  
**05-01-98**

## **POLICY**

**THE DEPARTMENT WILL MAINTAIN A UNIFORM AND CURRENT INVENTORY SYSTEM FOR ALL EQUIPMENT, REAL PROPERTY AND MATERIALS AND SUPPLIES BELONGING TO, OR LEASED BY, THE DEPARTMENT.**

## **DEFINITIONS**

### **A. Equipment**

1. Depreciable - equipment to which is applied a rental rate structure covering the cost of operation and accumulating funds applied toward replacement. Included are such items as automobiles, trucks, loaders, etc.
2. Non-Depreciable - equipment used repeatedly without material impairment of its physical condition. Included are such items as furniture, calculators, cameras, etc.
3. Leased - equipment under lease or lease purchase agreement.
4. County Revolving Fund - equipment purchased by the Department and leased to counties under the authority of 69 O.S. §§ 636.1-637.73.

### **B. Real Property**

All land and buildings belonging to the Department, exclusive of that acquired as right-of-way.

### **C. Materials and Supplies**

All other items purchased or acquired by the Department, not included in either A. or B. above.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-904-1**

SUBJECT **PREPARATION AND MAINTENANCE OF INVENTORY RECORDS**

PAGE NO. **2 of 7**  
DATED **05-30-99**

EFFECTIVE DATE  
**05-30-99**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-904-1**

PAGE NO.  
**All**

DATED  
**05-01-98**

## **D. Asset Manager Section**

The Accounting Branch of the Comptroller's office.

## **ASSIGNMENT OF RESPONSIBILITY**

The Department of Central Services, by statute, has the responsibility for maintaining current inventory records for all agencies, boards and commissions, with the authority to delegate this responsibility to the agencies.

The Assistant Director of Operations is responsible for the management, acquisition, and utilization of the depreciable equipment through the Maintenance Division.

The responsibility for administrative oversight over the use of materials and supplies on inventory in Department warehouses and field storage is a function of the Assistant Director of Operations through the Maintenance Division.

The supervisor of each organizational unit is responsible for all equipment, real property, and materials and supplies assigned to, acquired by, leased by and/or issued to, the unit he/she supervises. It is the supervisor's responsibility to maintain and ensure an accurate inventory of all such equipment, property, materials and supplies.

It shall be the responsibility of the head of each organization component within the ODOT to take whatever action is necessary to safeguard state-owned equipment and supplies under his/her supervision. This shall include responsibility for properly maintaining security at a reasonable level for the location and type of facility where the state property is housed, stored and dispensed.

The Comptroller Division is responsible for certifying all Department inventories to the Director, the Department of Central Services, Office of the State Auditor and Inspector, and applicable Federal agencies.

Upon completion of a warehouse inventory, the Asset Management Section will provide recommended adjustments to the division head who is responsible for adjusting the warehouse inventory to match the existing conditions.

The ultimate responsibility for keeping current and accurate inventory records for a particular warehouse belongs to the division head supervising each warehouse.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                           |                                     |                                                 |                                 |
|---------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------|---------------------------------|
| <b>POLICY DIRECTIVE</b>                                                   |                                     | <b>NO. B-904-1</b>                              |                                 |
| <b>SUBJECT</b><br><b>PREPARATION AND MAINTENANCE OF INVENTORY RECORDS</b> |                                     | <b>PAGE NO. 3 of 7</b><br><b>DATED 05-30-99</b> |                                 |
| <b>EFFECTIVE DATE</b><br><b>05-30-99</b>                                  | <b>ISSUED BY</b><br><b>DIRECTOR</b> | <b>APPROVED</b><br><b>s/s Neal A. McCaleb</b>   |                                 |
| <b>POLICY REPLACED</b><br><b>Yes</b>                                      | <b>POLICY NO.</b><br><b>B-904-1</b> | <b>PAGE NO.</b><br><b>All</b>                   | <b>DATED</b><br><b>05-01-98</b> |

## IMPLEMENTATION (SPECIFIC)

### A. Equipment

All Department equipment must be identified and marked as to type and piece. Depreciable and County Revolving Fund equipment is marked with numerical characters. Non-depreciable and leased equipment is marked with alphanumeric characters. All Department buildings are identified with attached signs having numerical characters.

Equipment permanently attached to buildings (such as water heaters, air-conditioners, plumbing and electrical fixtures, etc.) are not to be included in the inventory systems covered by this Policy Directive.

#### 1. To Place Equipment on Inventory

When a requisition for new equipment is approved, a Purchase Order Form OSF-3C or Authority for Shop-Built Equipment Form M-48 is issued. The purchase order or shop-built equipment form will contain the identification number of the new equipment. Identification numbers for depreciable equipment are assigned by the Maintenance Division/Equipment Branch. Identification numbers for non-depreciable equipment are assigned by the Comptroller/Asset Management Section.

When delivered, if the equipment meets specification requirements, the receiving unit shall prepare a typed "Record of Equipment" Form 72-B, in triplicate, and forward it to the Asset Management Section. A copy of the lease agreement is required to be submitted with the Form 72-B if the equipment is leased. County Revolving Fund equipment will require four (4) copies. This form must show all information available to provide a complete and accurate description of the equipment, including the serial and model number of the item, and must be signed.

The permanent equipment location shall be listed on Form 72-B.

**Note:** Using Form 72-B, the Asset Management Section will enter the new equipment into the proper inventory system. The Asset Management Section will keep the original 72-B and make distribution of the copies. It is the responsibility of the receiving unit to mark the equipment with the proper identification number. **All equipment must be so marked before it is placed into service.** Should, for any reason, the receiving unit not have in its possession the identification number, this can be obtained from the Equipment Branch of the Maintenance Division for depreciable equipment or from the Asset Management Section of the Comptroller's Division for non-depreciable equipment.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-904-1**

**SUBJECT PREPARATION AND MAINTENANCE OF INVENTORY RECORDS**

PAGE NO. **4 of 7**  
DATED **05-30-99**

EFFECTIVE DATE  
**05-30-99**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-904-1**

PAGE NO.  
**All**

DATED  
**05-01-98**

## 2. To Transfer Equipment

When transferring equipment from one division to another, the sending unit completes the reverse side of the "Record of Equipment" Form 72-B noting that the equipment has been "transferred to Division\_\_\_\_\_." The forms must be signed by both the sending and receiving division engineer, division head, or designee. The sending division will forward three (3) copies to the Asset Management Section for posting. For County Revolving Fund equipment, four (4) copies will be forwarded to the Asset Management Section.

Field Divisions may make an Intra-Divisional transfer of equipment from one of its units to another by changing the inventory location and position number in the equipment data base.

## 3. To Loan Equipment

A record of equipment loaned by one unit to another unit should be documented by a signed receipt, letter, or the execution of a "Record of Equipment" Form 72-B.

## 4. To Retire Equipment

Equipment must be retired from Department inventory when it is declared surplus, sold at public action, lost or stolen, or disassembled and the parts used for other equipment. Removal of equipment from the active inventory system requires the execution of an Authorization to Retire Equipment Form 310-A, except as noted in (a) or (b) below. The 310-A must be signed by the appropriate division head and Assistant Director.

- (a) In the Central Office, equipment can be declared surplus and transferred as surplus property to the Department of Central Services by Central Office Divisions by completing the reverse side of the "Record of Equipment" Form 72-B, in the same manner as a regular transfer, and by forwarding the form to the Asset Management Section. Upon receiving confirmation from the Asset Management Section, the surplus property may be removed to a designated location.
- (b) If surplus equipment is sold at auction, a list of such items sold must be sent to the Asset Management Section by the Maintenance Division.
- (c) If the equipment is lost or stolen, the division on whose inventory the equipment resides must execute an "Authorization to Retire Equipment" Form 310-A, attach a copy of the previously executed "Incident Report Form" GCO-10-94, and forward both to the Asset Management Section.
- (d) If a piece of equipment is disassembled, the parts used on other equipment, and

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. **B-904-1**

SUBJECT **PREPARATION AND MAINTENANCE OF INVENTORY RECORDS**

PAGE NO. **5 of 7**  
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**05-30-99**

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**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

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**B-904-1**

PAGE NO.  
**All**

DATED  
**05-01-98**

the salvage sold for scrap, the division on whose inventory the equipment resides must execute an "Authorization to Retire Equipment" Form 310-A, and forward to the Asset Management Section.

(e) Stolen property should be reported to the authorities in accordance with ODOT Policy B-1101-1.

### 5. Enhancement to Equipment

Enhancements to equipment will require the appropriate division to submit a (revised or amended) "Record of Equipment" Form 72-B to the Asset Management Section showing the necessary changes to the existing Form 72-B, along with other proper documentation. The revised Form 72-B will be posted by the Asset Management Section and returned to the appropriate division. Two (2) copies are required.

### 6. Upgrades to Equipment and Software

Upgrading equipment will require the preparation of a "revised" Form 72-B if there is an increase in the dollar amount of the equipment, or if other information on the "Record of Equipment" Form 72-B is changed. Two (2) copies will be sent to the Asset Management Section for processing. One will be returned to the originating division.

### 7. Equipment Purchased for Less Than \$500.00

All equipment having a value of less than \$500.00 and currently on active inventory, and future purchases less than \$500.00, should be labeled in such a way as to identify the items as state property, but will not be kept on the Department's inventory.

### 8. Equipment Received From a Project

Equipment to be received by the Department upon completion of a contract project where the contractor is required to acquire the equipment to perform the services specified in the contract but no separate pay item for the equipment is set forth in the contract will be received by the division administering the contract prior to final payment for the contract services. The equipment will be placed on inventory upon receipt by the division.

If, under the terms of the contract, a separate pay item for the purchase of the equipment is provided in the contract, the equipment shall become the property of the Department upon payment for the equipment and the equipment shall be immediately placed on inventory by the division receiving the equipment.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-904-1**

SUBJECT **PREPARATION AND MAINTENANCE OF INVENTORY RECORDS**

PAGE NO. **6 of 7**  
DATED **05-30-99**

EFFECTIVE DATE  
**05-30-99**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-904-1**

PAGE NO.  
**All**

DATED  
**05-01-98**

An equipment number will be assigned by the Maintenance Division-Equipment Branch. The Record of Equipment Form 72-B will be prepared by the division and forwarded to the Asset Management Section. The Form 72-B will be annotated to reflect the amount of federal participation in the cost of the equipment. Inventory marking of the equipment will be the responsibility of the division acquiring the equipment.

## **B. Real Property (Excluding Right-of-Way)**

The Asset Management Section shall keep a current and accurate list of all real property owned by the Department.

The primary occupant of each ODOT building shall bear the overall responsibility for the building. The primary occupant is defined as the division that occupies the largest floor space in the building.

Each division having custody of real property shall notify The Asset Management Section when changes in their real property occur which effect the value of the property.

## **C. Materials and Supplies**

Most materials and supplies purchased by the Department are required to be placed in warehouse stock, issued thru the warehouse and covered by the Warehouse Procedures Manual. Notable exceptions are materials purchased for a specific project, equipment parts purchased for a specific piece of equipment, etc.

There is no prescribed method for keeping an inventory of materials and supplies, other than those included in warehouse stock. Divisions are expected to ensure accountability for such items with reasonable consideration given to price and quantity involved.

In an effort to provide assurance to the integrity of the Department's financial statements, the Comptroller is responsible for verifying the inventory value of materials, supplies and equipment on an annual basis.

For materials (new or reusable) acquired, but not purchased by the Department, and stored at ODOT facilities, a listing should be maintained and available for review. Divisions are expected to ensure accountability for such items.

## **IMPLEMENTATION (ADVISORY)**

Each division head should implement the practice of conducting periodic physical inventories of equipment and/or supplies.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-904-1**

SUBJECT

**PREPARATION AND MAINTENANCE OF INVENTORY  
RECORDS**

PAGE NO. **7 of 7**

DATED **05-30-99**

EFFECTIVE DATE

**05-30-99**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Neal A. McCaleb**

POLICY REPLACED

**Yes**

POLICY NO.

**B-904-1**

PAGE NO.

**All**

DATED

**05-01-98**

A division head may request an inventory by the Operations Review & Evaluation Division anytime pertinent organization or personnel changes occur within the division or unit, or for other valid reasons.

Personal property located on Department facilities (radios, refrigerators, pictures, etc.) should be identified with the owner's name.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-905-1**

SUBJECT **ODOT EQUIPMENT PREVENTIVE MAINTENANCE MANUAL**

PAGE NO. **1 of 1**

DATED **05-06-83**

EFFECTIVE DATE  
**05-06-83**

ISSUED BY  
**DIRECTOR**

APPROVED  
**R.A. Ward**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-905-1**

PAGE NO.  
**All**

DATED

## POLICY

THE CURRENT OKLAHOMA DEPARTMENT OF TRANSPORTATION EQUIPMENT PREVENTIVE MAINTENANCE MANUAL, EDITION JULY 1975, IS HEREBY MADE A PART OF THE OFFICIAL POLICIES OF THE DEPARTMENT.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-1003-1**

SUBJECT **PUBLIC ACCESS TO MEETINGS AND RECORDS**

PAGE NO. **1 of 2**

DATED **02-22-84**

EFFECTIVE DATE  
**03-01-84**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s R.A. Ward**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

## **POLICY**

**THE DEPARTMENT IS AN OPEN PUBLIC AGENCY AND SUBJECT TO THE PROVISIONS OF THE STATE'S OPEN MEETING ACT. THE DEPARTMENT WILL FACILITATE THE INTEREST OF THE PUBLIC IN VIEWING THE PUBLIC RECORDS OF THIS AGENCY, WITH FEW EXCEPTIONS.**

## **IMPLEMENTATION (SPECIFIC):**

All Department meetings shall be conducted in strict compliance with the Open Meeting Act; however, meetings of the Administrative Staff and other administrative groups exempted from the Open Meeting Act may be closed at the discretion of the presiding individual,

All records maintained by the Department shall be open for public inspection, except that personnel records, confidential financial statements of contractors used in the pre-qualification process, the work product of a Department attorney, engineering estimate appraisals, until after bid opening, the contents of formal rights-of-way appraisals, until acquisition has been completed, and any other record or documents requiring confidentiality by state or federal law shall remain confidential unless released by proper authority.

Upon request from a member of the public, access to Department records and adequate space for viewing shall be provided as soon as reasonably possible. Access to departmental records shall be limited to normal business hours, and the individual having custody of the records shall insure the integrity of the records during viewing.

If duplication of these records is requested, the actual cost of such duplication may be required of the individual requesting the records.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-1003-1**

SUBJECT **PUBLIC ACCESS TO MEETINGS AND RECORDS**

PAGE NO. **2 of 2**

DATED **02-22-84**

EFFECTIVE DATE  
**03-01-84**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s R.A. Ward**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

## IMPLEMENTATION (ADVISORY)

If in doubt regarding the applicability of this Policy Directive, Department employees should confer with higher authority within the Department before making a final decision.

Department employees shall assist in locating records which are requested and provide them for viewing.

It is the desire of the Department that the spirit of the various requirements for conducting this Department's business in an open and public manner be given adequate weight along with the legal requirements. Thus, presiding individuals at Departmental meetings are encouraged to use good judgement in deciding to either close or open to the public, meetings not under the jurisdiction of the open meeting law.

It is requested that news media requests for access to departmental records be reported to the Public Affairs Division, when good judgement would dictate that Department management should be aware of the interest.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                                                        |                               |                                  |                          |
|--------------------------------------------------------------------------------------------------------|-------------------------------|----------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                                                                                |                               | <b>NO. B-1101-1</b>              |                          |
| SUBJECT <b>REPORTING BURGLARIES, THEFTS AND VANDALISM AND SAFEGUARDING ODOT PROPERTY AND EQUIPMENT</b> |                               | PAGE NO. <u>1 of 3</u>           | DATED <u>11-01-94</u>    |
| EFFECTIVE DATE<br><b>11-01-94</b>                                                                      | ISSUED BY<br><b>DIRECTOR</b>  | APPROVED<br><b>s/s R.A. Ward</b> |                          |
| POLICY REPLACED<br><b>Yes</b>                                                                          | POLICY NO.<br><b>B-1101-1</b> | PAGE NO.<br><b>All</b>           | DATED<br><b>06-13-83</b> |

## POLICY

**IT IS THE RESPONSIBILITY OF ALL SUPERVISORS TO MAINTAIN THE SECURITY OF ALL DEPARTMENT PROPERTY AND EQUIPMENT ASSIGNED TO THEIR ORGANIZATIONAL UNITS. BURGLARIES, THEFTS AND VANDALISM OF PROPERTY AND EQUIPMENT BELONGING TO THE DEPARTMENT WILL BE REPORTED PROPERLY AND PROMPTLY.**

## IMPLEMENTATION (SPECIFIC)

When there is a burglary, theft or act of vandalism involving Department facilities or property, the following procedures will be followed to aid in the recovery of the missing property or equipment, the possible apprehension of the criminals, and the establishment of preventive measures:

1. The supervisor, or other person in charge, will notify the appropriate law enforcement officials (in the Central Office, the Capitol Security is the appropriate official) immediately.
2. The same person will immediately thereafter notify his appropriate Division Head, or Field Division Engineer, by the quickest means available (usually by telephone), giving a detailed description of the damaged or missing items, including serial numbers, make, year, ODOT number, and any other pertinent information.
3. The Division Head or Field Division Engineer will immediately notify the General Counsel's office and the appropriate Assistant Director. If appropriate, the General Counsel's office will assign an investigator.
4. As soon as the immediate notifications are completed, but on that same day, the person in charge at the burglary or loss site will prepare an "Incident Report Form" (Form ORE-

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                                                        |                               |                                  |                          |
|--------------------------------------------------------------------------------------------------------|-------------------------------|----------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                                                                                |                               | <b>NO. B-1101-1</b>              |                          |
| <b>SUBJECT REPORTING BURGLARIES, THEFTS AND VANDALISM AND SAFEGUARDING ODOT PROPERTY AND EQUIPMENT</b> |                               | PAGE NO. <b>2 of 3</b>           | DATED <b>11-01-94</b>    |
| EFFECTIVE DATE<br><b>11-01-94</b>                                                                      | ISSUED BY<br><b>DIRECTOR</b>  | APPROVED<br><b>s/s R.A. Ward</b> |                          |
| POLICY REPLACED<br><b>Yes</b>                                                                          | POLICY NO.<br><b>B-1101-1</b> | PAGE NO.<br><b>All</b>           | DATED<br><b>06-13-83</b> |

5) and forward the report to the General Counsel's office and to the Comptroller-Inventory Control Branch. (Forms can be obtained from the Field Division Headquarters or from the General Counsel's office.

5. In the event any property is recovered, or pertinent information is received concerning witnesses, suspects, etc., such information should be made known immediately to the appropriate Division Head or Field Division Engineer, whose responsibility it is to promptly notify the General Counsel's office.

## IMPLEMENTATION (ADVISORY)

Promptness is of the utmost importance in reporting all burglaries, thefts and vandalism and reporting is not complete until the written "Incident Report" has been forwarded to the General Counsel's office.

The following is recommended to safeguard and protect property and equipment:

- Equipment and vehicles should always be placed in ODOT facilities over weekends and holidays in accordance with the current Departmental policy for state-owned vehicles. When equipment is parked overnight at businesses or private residencies, in lieu of being left along the roadside or in a remote area, the property owners or tenants should be notified and given an emergency phone number.
- Private security forces employed by the state should physically enter and check facilities. In addition, security forces should be required to leave documentation of such visits, or the contracts should be terminated.
- In locations where break-ins occur frequently, Divisions should install lockable gas caps or anti-syphon devices on all ODOT vehicles and equipment.
- Emphasize, during regular meetings to all ODOT employees, the necessity and desirability of maintaining security of equipment and supplies.
- Maintain the smallest workable inventory in maintenance units, especially in Oklahoma City. Have maintenance units borrow from each other as required.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                                                        |                                |                                   |                           |
|--------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------|---------------------------|
| <b>POLICY DIRECTIVE</b>                                                                                |                                | <b>NO. B-1101-1</b>               |                           |
| <b>SUBJECT REPORTING BURGLARIES, THEFTS AND VANDALISM AND SAFEGUARDING ODOT PROPERTY AND EQUIPMENT</b> |                                | <b>PAGE NO. 3 of 3</b>            | <b>DATED 11-01-94</b>     |
| <b>EFFECTIVE DATE<br/>11-01-94</b>                                                                     | <b>ISSUED BY<br/>DIRECTOR</b>  | <b>APPROVED<br/>s/s R.A. Ward</b> |                           |
| <b>POLICY REPLACED<br/>Yes</b>                                                                         | <b>POLICY NO.<br/>B-1101-1</b> | <b>PAGE NO.<br/>All</b>           | <b>DATED<br/>06-13-83</b> |

- Install burglar alarms in all ODOT facilities which do not already have them. Alarms that are installed should be (1) or a high noise level, and/or (2) automatically contact local authorities. In addition, inspection and maintenance should be established and reported on a regular basis.
- Lighting should be increased at facilities where it is insufficient. Adequate lighting should be installed at facilities where there is none.
- The "Incident Report" is to be filled out completely. Great detail should be given on item description and cost on the back side of the report.
- When local authorities notify the complainant (local ODOT) as to further progress on cases, the ODOT personnel responsible are to immediately notify the General Counsel's office. This will enable the Department to update any records of arrest or recovery of property.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                |                                   |                                                  |                          |
|------------------------------------------------|-----------------------------------|--------------------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                        |                                   | <b>NO. B-1101-2</b>                              |                          |
| SUBJECT <b>ACCESS TO DEPARTMENT FACILITIES</b> |                                   | PAGE NO. <b>1 of 11</b><br>DATED <b>12-01-05</b> |                          |
| EFFECTIVE DATE<br><b>12-01-2005</b>            | ISSUED BY<br><b>AD-Operations</b> | APPROVED<br><b>s/s Gary M. Ridley - Director</b> |                          |
| POLICY REPLACED<br><b>Yes</b>                  | POLICY NO.<br><b>B-1101-2</b>     | PAGE NO.<br><b>All</b>                           | DATED<br><b>07-01-90</b> |

## POLICY

**ADMITTANCE TO CERTAIN DEPARTMENT FACILITIES WILL BE RESTRICTED TO THOSE WITH PROPER IDENTIFICATION AND BY PRIOR APPROVAL ONLY DURING SPECIFIED HOURS. THE ODOT ISSUED PHOTO IDENTIFICATION AND ENTRY SYSTEM IS DESIGNED TO ENHANCE THE PROTECTION OF ODOT EMPLOYEES AND PROPERTY. THIS IS ACCOMPLISHED BY THE USE OF AN ODOT ISSUED ID BADGE FOR EMPLOYEES. THE SYSTEM PROVIDES A METHOD OF IDENTIFYING EMPLOYEES AND CONTROLLING ENTRY INTO ODOT FACILITIES.**

- I. ADMITTANCE TO CERTAIN DEPARTMENT FACILITIES WILL BE RESTRICTED TO THOSE WITH PROPER IDENTIFICATION AND BY PRIOR APPROVAL DURING SPECIFIED HOURS.**
  - A.** During normal business days, access to the ODOT Central Office will be allowed from 6:00 am to 6:00 p.m.
  - B.** Employees that need access to the ODOT Central Office during hours outside the normal business hours are required to obtain written authorization from their division head or designee and provide this information to the Maintenance Division in advance.
  - C.** All employees entering the ODOT Central Office outside normal business hours must sign the log book when entering and leaving.
  - D.** The Maintenance Division will arrange for building access and notify security of those employees authorized, on a per request basis.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. **B-1101-2**

SUBJECT **ACCESS TO DEPARTMENT FACILITIES**

PAGE NO. **2 of 11**

DATED **12-01-05**

EFFECTIVE DATE  
**12-01-2005**

ISSUED BY  
**AD-Operations**

APPROVED  
**s/s Gary M. Ridley - Director**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-1101-2**

PAGE NO.  
**All**

DATED  
**07-01-90**

- E. Field divisions will be responsible for access to their respective facilities outside normal business hours through the division engineer or their designee.

## II. POSSESSION, DISPLAY AND USE OF THE STATE ID BADGE

- A. All ODOT employees are required to have an ODOT issued ID badge. ODOT issued ID badges are the property of the state and shall be returned to the Maintenance Division in Oklahoma City, upon separation from employment with the agency. The ODOT issued ID badge will be displayed for identification when on State premises.
- B. As provided in this policy, employees are required to prominently display the ODOT issued ID badge when in ODOT facilities. It is to be visible from the front of the employee by using the lanyard or other device capable of providing a professional appearance and clear view of the ODOT issued ID badge.
- C. Employees shall neither lend nor permit another employee and/or person to display or use their ODOT issued ID badge. Employees will not allow anyone entry into the building unless they visibly display an ODOT ID badge.
- D. An employee may be subject to progressive discipline for:
1. Failure to display or have on his/her person his/her ODOT issued ID badge
  2. Permitting another employee or person to use or display his/her ODOT issued ID badge or allowing an employee without a badge or an unauthorized person in a door of an ODOT facility.
  3. The deliberate destruction or defacing of his/her ODOT issued ID badge
  4. Failure to exercise due care to see that the ODOT issued ID badge is not damaged or lost.
  5. Failure to immediately report a lost, stolen or damaged badge.
- E. At the end of employment with ODOT, the employee's supervisor is responsible for securing the ODOT issued ID badge from the employee and returning it to the Maintenance Division in Oklahoma City.
- F. Problems with accessing the building with an ODOT issued ID badge should be reported to the Maintenance Division in Oklahoma City.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

| POLICY DIRECTIVE                               |                                   | NO. B-1101-2                                     |                          |
|------------------------------------------------|-----------------------------------|--------------------------------------------------|--------------------------|
| SUBJECT <b>ACCESS TO DEPARTMENT FACILITIES</b> |                                   | PAGE NO. <b>3 of 11</b>                          | DATED <b>12-01-05</b>    |
| EFFECTIVE DATE<br><b>12-01-2005</b>            | ISSUED BY<br><b>AD-Operations</b> | APPROVED<br><b>s/s Gary M. Ridley - Director</b> |                          |
| POLICY REPLACED<br><b>Yes</b>                  | POLICY NO.<br><b>B-1101-2</b>     | PAGE NO.<br><b>All</b>                           | DATED<br><b>07-01-90</b> |

### III. LOST, STOLEN OR DAMAGED ODOT ID BADGES

- A. Employees shall immediately report lost, stolen or damaged badges to the employee's supervisor and the Maintenance Division in Oklahoma City. The Maintenance Division in Oklahoma City shall immediately deactivate lost, stolen or damaged ODOT issued ID badges from the system.
- B. The employee's supervisor is responsible for arranging for the replacement of the employee's ODOT issued ID badge with the Maintenance Division in Oklahoma City.

### IV. THREAT LEVEL GUIDELINES

The following guidelines for Central Office and Field Divisions will be followed depending on the color coded level established by Homeland Security.

#### A. Central Office Guidelines

##### Threat Level Green

##### Parking

- No additional restrictions (other than normal).

##### Building Access

- All employees must have their ODOT issued ID badge to enter building.
- All employees shall wear and visibly display their ODOT issued ID badge inside the building.
- All visitors shall enter and sign **in** and **out** at the Guard's desk (North Entrance).
- All visitors shall display some type of photo ID or visitor badge while inside the building
- ODOT employees shall personally escort spouses/children directly to the Security Guard's desk to have them sign **in** and **out** and receive a visitor's pass.

##### Deliveries

- All deliveries shall be made at the dock from 7:30 a.m. to 4:30 p.m. only.
- There is a telephone at the dock for the deliverer to call an ODOT contact person to allow access into the building.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. B-1101-2

SUBJECT **ACCESS TO DEPARTMENT FACILITIES**

PAGE NO. **4 of 11**

DATED **12-01-05**

EFFECTIVE DATE  
**12-01-2005**

ISSUED BY  
**AD-Operations**

APPROVED  
**s/s Gary M. Ridley - Director**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-1101-2**

PAGE NO.  
**All**

DATED  
**07-01-90**

### Central Garage Parking Lot

- All gates open at 6:30 a.m. and close at 5:00 p.m.

### Emergency Coordinators

- Know evacuation and sheltering procedures/responsibilities.

### Employee Response

- Employees are directed NOT to allow anyone in any outside door unless they visibly display an ODOT issued ID badge
- Employees who forget their ODOT issued ID badge shall enter and sign **in** and **out** at the Security Guard's desk (North Entrance).
- Each employee/branch/division shall be responsible for receiving visitors.
- Be familiar with Evacuation and Shelter-in-place procedures.
- Report suspicious packages, devices, unattended briefcases or other unusual materials immediately. Do not handle or attempt to move any such object.

## Threat Level Blue

### Parking

- No additional restrictions.

### Building Access

- All employees must have their ODOT issued ID badge to enter building.
- All employees shall wear and visibly display their ODOT issued ID badge inside the building.
- All visitors must have a photo ID to enter the ODOT building.
- All visitors shall enter and sign **in** and **out** at the Guard's desk (North Entrance).
- ODOT employees shall personally escort spouses/children directly to the Security Guard's desk to have them sign **in** and **out** and receive a visitors' pass.
- All visitors shall display some type of photo ID or visitor badge while inside the building.
- All bags, brief cases, etc., may be checked.

### Deliveries

- All deliveries shall be made at the dock from 7:30 a.m. to 4:30 p.m. only.
- There is a telephone at the dock for the deliverer to call an ODOT contact person to let them in.

### Central Garage Parking Lot

- All gates open at 6:30 a.m. and close at 5:00 p.m.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. B-1101-2

SUBJECT **ACCESS TO DEPARTMENT FACILITIES**

PAGE NO. **5 of 11**

DATED **12-01-05**

EFFECTIVE DATE  
**12-01-2005**

ISSUED BY  
**AD-Operations**

APPROVED  
**s/s Gary M. Ridley - Director**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-1101-2**

PAGE NO.  
**All**

DATED  
**07-01-90**

### **Emergency Coordinators**

- Know evacuation and sheltering procedures/responsibilities.

### **Employee Response**

- Employees are directed NOT to allow anyone in any outside door unless they visibly display an ODOT issued ID badge.
- Employees who forget their ODOT issued ID badge shall enter and sign **in** and **out** at the Security Guard's desk (North Entrance).
- Each employee/branch/division shall be responsible for receiving visitors.
- Be familiar with Evacuation and Shelter-in-Place procedures.
- Report suspicious packages, devices, unattended briefcases or other unusual materials immediately; Do not handle or attempt to move any such object.

### **Threat Level Yellow**

#### **Parking**

- No additional restrictions.

#### **Building Access**

- All employees must have their ODOT issued ID badge to enter building.
- All employees shall wear and visibly display their ODOT issued ID badge while on state property.
- All employees shall guard against allowing visitors to enter the building with them.
- All visitors must have a photo ID to enter the ODOT building.
- All visitors must enter and sign **in** and **out** at the Security Guard's desk (North Entrance).
- ODOT employees shall personally escort spouses/children directly to the Security Guard's desk to have them sign **in** and **out** and receive a visitors' pass.
- All visitors shall display some type of photo ID or visitor badge while inside the building.
- All bags, brief cases, etc., may be checked.

#### **Deliveries**

- All deliveries shall be made at the dock from 7:30 a.m. to 4:30 p.m. only.
- There is a telephone at the dock for the deliverer to call an ODOT contact person to let them in.

#### **Central Garage Parking Lot**

- All gates open at 6:30 a.m. and close at 5:00 p.m.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. **B-1101-2**

SUBJECT **ACCESS TO DEPARTMENT FACILITIES**

PAGE NO. **6 of 11**

DATED **12-01-05**

EFFECTIVE DATE  
**12-01-2005**

ISSUED BY  
**AD-Operations**

APPROVED  
**s/s Gary M. Ridley - Director**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-1101-2**

PAGE NO.  
**All**

DATED  
**07-01-90**

### **Emergency Coordinators**

- Know evacuation and sheltering procedures/responsibilities.

### **Employee Response**

- Employees are directed NOT to allow anyone in any outside door unless they visibly display an ODOT issued ID badge.
- Employees who forget their ODOT issued ID badge shall enter and sign **in** and **out** at the Security Guard's desk (North Entrance).
- Each employee/branch/division shall be responsible for receiving visitors.
- Be familiar with Evacuation and Shelter-in-Place procedures.
- Report suspicious packages, devices, unattended briefcases or other unusual materials immediately; Do not handle or attempt to move any such object.

### **Threat Level Orange**

#### **Parking**

- No access to circle drive. (North Entrance).

#### **Building Access**

- All employees must have their ODOT issued ID badge to enter building.
- All employees must wear and visibly display their ODOT issued ID badge while on state property.
- All employees should guard against allowing visitors to enter the building with them.
- All visitors must have a photo ID to enter the ODOT building.
- All visitors must enter and sign **in** and **out** at the Security Guard's desk (North Entrance).
- ODOT employees shall personally escort spouses/children directly to the Security Guard's desk to have them sign **in** and **out** and receive a visitors' pass.
- All visitors must display some type of photo ID or visitor badge while inside the building.
- All visitors must be escorted by someone of responsible charge, who is designated by the receiving division's division manager.
- All bags, brief cases, etc., may be checked.

#### **Deliveries**

- All deliveries will be made at the dock from 7:30 a.m. to 4:30 p.m. only.
- Guard posted at North gate in Central Garage parking lot.
- There is a telephone at the dock for the deliverer to call an ODOT contact person to let them in.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. B-1101-2

SUBJECT **ACCESS TO DEPARTMENT FACILITIES**

PAGE NO. **7 of 11**

DATED **12-01-05**

EFFECTIVE DATE  
**12-01-2005**

ISSUED BY  
**AD-Operations**

APPROVED  
**s/s Gary M. Ridley - Director**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-1101-2**

PAGE NO.  
**All**

DATED  
**07-01-90**

- The ODOT contact person shall escort the delivery person while inside the building.

### **Central Garage Parking Lot**

- South gate is closed.
- North gate is open from 6:30 a.m. to 5:00 p.m.
- All walk-in gates are open.

### **Emergency Coordinators**

- Know evacuation and sheltering procedures/responsibilities.

### **Employee Response**

- Employees are directed NOT to allow anyone in any outside door unless they visibly display an ODOT issued ID badge.
- Employees who forget their ODOT issued ID badge shall enter and sign **in** and **out** at the Security Guard's desk (North Entrance).
- Each employee/branch/division shall be responsible for receiving visitors.
- Each employee should go out of their way to escort any visitor seen without an escort to their intended destination and/or the Security Guard's desk.
- Be familiar with Evacuation and Shelter-in-Place procedures.
- Report suspicious packages, devices, unattended briefcases or other unusual materials immediately; Do not handle or attempt to move any such object.

## **Threat Level Red**

### **Parking**

- Median barrier strategically placed 75 feet around building.
- No access to circle drive (North Entrance).

### **Building Access**

- All employees must enter the building at the North Entrance of the building.
- All employees must have their ODOT issued ID badge to enter building.
- All employees will enter with their personal ODOT issued ID badge.
- All employees must wear and visibly display ODOT issued ID badge while on state property.
- Visitors are not allowed in the building unless they have written permission from the State Maintenance Engineer.
- All visitors will be escorted to and from their destination by someone of responsible charge and who is designated by the receiving division's division manager.
- All bags, brief cases, etc., will be checked.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. B-1101-2

SUBJECT **ACCESS TO DEPARTMENT FACILITIES**

PAGE NO. **8 of 11**

DATED **12-01-05**

EFFECTIVE DATE  
**12-01-2005**

ISSUED BY  
**AD-Operations**

APPROVED  
**s/s Gary M. Ridley - Director**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-1101-2**

PAGE NO.  
**All**

DATED  
**07-01-90**

### **Deliveries**

- Guard posted at North gate in Central Garage parking lot.
- Anyone needing to deliver anything to the ODOT will first be required to sign in at the Security Guard's desk (North Entrance) before delivering to the dock and will then be escorted to and from their destination within the building.

### **Central Garage Parking Lot**

- All gates are closed. Signs will be posted directing anyone wanting to make a delivery to seek assistance at the Security Guard's desk (North Entrance).

### **Building Perimeter**

- Inspected twice daily.

### **Emergency Coordinators**

- Inspect areas twice daily.  
Know Evacuation and Sheltering procedures/responsibilities.

### **Employee Response**

- Employees must enter the building at the North Entrance of the building.
- Employees are directed NOT to allow anyone in any outside door.
- Employees who forget their ODOT issued ID badge shall be escorted by their division manager after acquiring written permission from the State Maintenance Engineer.
- Be familiar with Evacuation and Shelter-in-Place procedures.
- Report suspicious packages, devices, unattended briefcases or other unusual materials immediately; Do not handle or attempt to move any such object.

## **B. Field Division Guidelines**

### **Threat Level Green**

#### **Facilities**

- Normal Operating Procedures.

#### **Employees**

- ODOT issued ID badge should be visibly displayed and worn while on state property.

#### **Visitors**

- Photo ID required to enter any ODOT facility.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                |                                   |                                                  |                          |
|------------------------------------------------|-----------------------------------|--------------------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                        |                                   | <b>NO. B-1101-2</b>                              |                          |
| SUBJECT <b>ACCESS TO DEPARTMENT FACILITIES</b> |                                   | PAGE NO. <b>9 of 11</b><br>DATED <b>12-01-05</b> |                          |
| EFFECTIVE DATE<br><b>12-01-2005</b>            | ISSUED BY<br><b>AD-Operations</b> | APPROVED<br><b>s/s Gary M. Ridley - Director</b> |                          |
| POLICY REPLACED<br><b>Yes</b>                  | POLICY NO.<br><b>B-1101-2</b>     | PAGE NO.<br><b>All</b>                           | DATED<br><b>07-01-90</b> |

## Threat Level Blue

### Facilities

- ♦ Review list of key holders (gates and buildings).

### Employees

- ♦ ODOT issued ID badge should be visibly displayed and worn while on state property.

### Visitors

- ♦ Photo ID required to enter any ODOT facility. They should be visibly displayed and worn at all times.

### Equipment

- ♦ Review essential equipment list. Know availability and location.

### Communication

- ♦ Review essential equipment list. Report any problems found through normal usage.

## Threat Level Yellow

### Facilities

- ♦ Check perimeter fence(s) at least two times per week.

### Employees

- ♦ ODOT issued ID badge should be visibly displayed and worn while on state property.

### Visitors

- ♦ Photo ID required to enter any ODOT facility. Visitors must sign **in** and sign **out** of all ODOT facilities.

### Equipment

- ♦ Check essential equipment weekly to ensure operability. Know availability and location.

### Communication

- ♦ Locate essential equipment. Perform checks at least two times per week (radios, radio tower facilities, phones, hand held radios, computers).

### Bridges/Target Areas

- ♦ Check accessibility under bridges. Check high profile target areas (defined) and underneath bridges at least two times per week.

|                                                |                                   |                                                   |                          |
|------------------------------------------------|-----------------------------------|---------------------------------------------------|--------------------------|
| <b>OKLAHOMA DEPARTMENT OF TRANSPORTATION</b>   |                                   |                                                   |                          |
| <b>POLICY DIRECTIVE</b>                        |                                   |                                                   | <b>NO. B-1101-2</b>      |
| SUBJECT <b>ACCESS TO DEPARTMENT FACILITIES</b> |                                   | PAGE NO. <b>10 of 11</b><br>DATED <b>12-01-05</b> |                          |
| EFFECTIVE DATE<br><b>12-01-2005</b>            | ISSUED BY<br><b>AD-Operations</b> | APPROVED<br><b>s/s Gary M. Ridley - Director</b>  |                          |
| POLICY REPLACED<br><b>Yes</b>                  | POLICY NO.<br><b>B-1101-2</b>     | PAGE NO.<br><b>All</b>                            | DATED<br><b>07-01-90</b> |

### Threat Level Orange

#### Facilities

- ♦ All gates closed. Verify and check all deliveries. Check perimeter fence(s) daily.

#### Employees

- ♦ ODOT issued ID badge should be visibly displayed and worn while on state property.

#### Visitors

- ♦ Photo ID required to enter any ODOT facility. Visitors must sign **in** and sign **out** of all ODOT facilities.

#### Equipment

- ♦ Check essential equipment daily to ensure operability. Know availability and location.

#### Communication

- ♦ Perform checks on essential equipment daily for all effected crews/areas and maintain operability.

#### Bridges/Target Areas

- ♦ Check accessibility under bridges. Check high profile target areas (defined) and underneath bridges daily or as directed by law enforcement or higher authority.

### Threat Level Red

#### Facilities

- ♦ All gates closed. Verify and check all deliveries. Check perimeter fence(s) and /or buildings twice daily.

#### Employees

- ♦ Essential personnel only. ODOT issued ID badge shall be visibly displayed and worn while on state property. All leave and travel denied until Threat Level subsides.

#### Visitors

- ♦ None accepted.

#### Equipment

- ♦ Bring designated essential equipment to the Division Headquarters and/or the designated Maintenance Yard at the end of every work day.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. **B-1101-2**

SUBJECT **ACCESS TO DEPARTMENT FACILITIES**

PAGE NO. **11 of 11**

DATED **12-01-05**

EFFECTIVE DATE  
**12-01-2005**

ISSUED BY  
**AD-Operations**

APPROVED  
**s/s Gary M. Ridley - Director**

POLICY REPLACED  
**Yes**

POLICY NO.  
**B-1101-2**

PAGE NO.  
**All**

DATED  
**07-01-90**

### **Communication**

- ◆ Perform checks at least two times per day for the effected crews/areas to ensure operability.

### **Bridges/Target Areas**

- ◆ Check accessibility under bridges. Check high profile target areas (defined) and underneath bridges daily or as directed by law enforcement or higher authority.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-1201-1

SUBJECT **USE OF INFORMATION SERVICES DIVISION  
RESOURCES**

PAGE NO. **1 of 5**  
DATED **07-01--2000**

EFFECTIVE DATE  
**07-01-2000**

ISSUED BY  
**Director**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.  
**New Policy**

PAGE NO.

DATED

## POLICY

**RESPONSIBILITY FOR USE OF  
DEPARTMENT INFORMATION SERVICES  
DIVISION (ISD) RESOURCES IS DISTRIBUTED  
WITHIN THE DEPARTMENT.**

## DEFINITION OF TERMS

**Database** - Any collection of data stored by electronic means.

**Department Database** - Any database containing information that is used by more than one Division.

**ODOT Information Services (IS) Network** - The computer hardware (including peripherals), software, communication lines and switches, Department databases, Help Desk and other support services that collectively provide the information services to support the ODOT mission and objectives.

**Help Desk** - The Information Services Division (ISD) staff, processes, computer hardware and software used to record, track, and resolve questions and problems concerning the ODOT IS Network.

**ISD Resources** - ISD staff, contracted services, and the ODOT IS Network.

**Applications** - Computer programs and databases used to accomplish a Division or Department objective.

**Validate** - Authenticate that the data is from the right source, is formatted correctly, and is within the range of acceptable data.

**Business Rules** - Specify how data is used within an application.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-1201-1

SUBJECT **USE OF INFORMATION SERVICES DIVISION  
RESOURCES**

PAGE NO. **2 of 5**  
DATED **07-01--2000**

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**07-01-2000**

ISSUED BY  
**Director**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.  
**New Policy**

PAGE NO.

DATED

**OSF Long Range Plan and Budget** - The process, defined by law and implemented by the Office of State Finance, to plan and budget the use of information resources within the State.

**Implementation Standards** - Definitions and measurements for the design, installation, and performance of new processes that utilize IS resources.

## DEFINITIONS OF ENTITIES AND THEIR RESPONSIBILITIES

**User** - Any ODOT employee, contractor, or person who is properly authorized to utilize ODOT Information Services resources, including computer hardware and software, Help Desk and other support services, database information, and the ODOT IS Network.

### User Responsibilities:

1. Utilize the ODOT IS Network in accordance with all applicable ODOT policies and guidelines.
2. Use only ODOT provided computer hardware and software to perform ODOT business functions.
3. Maintain the security of ODOT IS resources.
4. Respect all copyrights of ODOT supplied software and software available from other sources.
5. Users are to respect copyrights and other restrictions pertaining to outside materials delivered via the Internet.
6. Without specific written authority from the Director or his designees, Users are prohibited from downloading software or data files from outside sources. These shall include but not be limited to:
  - screen savers
  - graphics
  - stock market "ticker"
  - automated news information
  - music
  - games
  - videos

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-1201-1

SUBJECT **USE OF INFORMATION SERVICES DIVISION  
RESOURCES**

PAGE NO. **3 of 5**  
DATED **07-01--2000**

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**07-01-2000**

ISSUED BY  
**Director**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.  
**New Policy**

PAGE NO.

DATED

7. Use of the ODOT Network for seeking, viewing, recording, or transmission of illegal materials or materials commonly defined as **offensive, pornographic, sexually explicit, or disruptive are prohibited at all times.**

**User Division** - A Division that uses ODOT IS resources on its projects or as part of its processes.

## **User Division Responsibilities:**

1. Include ISD resources as team members on authorized projects that will require use of IS resources.
2. Utilize ODOT standards for application development and implementation.
3. Define the processes for using database and other application data within its Division. Provide such data, validate it (and correct if necessary), update it, and set the business rules for using the data within the User Division.
4. Train its Users on its IS processes and desktop applications (word processing, spread sheets, email, and Internet, etc.).
5. Train its Users on ODOT IS policies and guidelines.
6. Specifically authorize its individual Users access to the ODOT IS Network and Department Databases.
7. Periodically review its processes that use IS resources, with participation from the ISD, for improvement, replacement, or termination purposes.
8. Provide to ISD, and amend as necessary, the information for the annual Office of State Finance Long Range Information Systems Plan and Budget.

## **INFORMATION SERVICES DIVISION (ISD)**

### **ISD Responsibilities:**

1. Develop Computer Hardware Standards for desktop, laptop, and server computers.
2. Develop, select, purchase, install, manage, and maintain the ODOT IS Network hardware, software, and services at an agreed upon service level within the Department

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-1201-1**

SUBJECT **USE OF INFORMATION SERVICES DIVISION  
RESOURCES**

PAGE NO. **4 of 5**  
DATED **07-01--2000**

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**07-01-2000**

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**Director**

APPROVED  
**s/s Neal A. McCaleb**

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POLICY NO.  
**New Policy**

PAGE NO.

DATED

budget provisions.

3. Develop and provide a Help Desk and other support services for all Users.
4. Provide storage and security for all ODOT Departmental Databases.
5. Manage security and access to the ODOT IS Network and Department Databases.
6. Identify and report the performance of ODOT IS services.
7. Manage usage of the ODOT IS Network.
8. Develop Software Design, Implementation, and Usage Standards for applications and Department Databases that will meet ODOT requirements and support the ODOT mission and vision.
9. Develop and recommend policies for use of the ODOT IS Network.
10. Provide IS resources and participate in authorized projects that will utilize ODOT IS Network resources. Invite User divisions to participate in strategic planning processes affecting the ISD Network, resources or finances of specific User divisions
11. Manage and coordinate all computer programs which create, alter, change the content, or change the design of Department Databases.
12. Prepare from input provided by User Divisions, in addition to its own budgetary requirements, the annual ODOT Computer Hardware and Software Plan and Budget for OSF, and forward to the Comptrollers Office.
13. Procure computer hardware, software and services to meet Department budgeted requirements in accordance with ODOT policies and State laws and policies.

## SEPARATION OF DUTIES

All User Division and ISD activities are to be kept appropriately separated to meet proper management, accountability, and auditing standards.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. B-1201-1**

SUBJECT **USE OF INFORMATION SERVICES DIVISION  
RESOURCES**

PAGE NO. **5 of 5**  
DATED **07-01--2000**

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**Director**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.  
**New Policy**

PAGE NO.

DATED

## IMPLEMENTATION (SPECIFIC)

This Policy applies to all ODOT activities relating to:

1. Developing, maintaining, and enhancing the ODOT IS Network.
2. Policies and standards for using the ODOT IS Network.
3. Planning, budgeting, and implementing projects that utilize the ODOT IS Network.
4. Planning, budgeting, and buying computer hardware, software and services for the ODOT IS Network.

## OBJECTIVES OF THE POLICY

The objectives of this Policy are to define the entities and their responsibilities for the following:

1. Developing, maintaining, and enhancing the ODOT IS Network.
2. Developing policies and standards for using the ODOT IS Network.
3. Planning, budgeting, and managing projects that use the ODOT IS Network.
4. Using the ODOT IS Network.
5. Planning, budgeting, and acquiring computer hardware, software and services.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-1202-1

SUBJECT **INTERNET ACCESS**

PAGE NO. **1 of 2**  
DATED **07-01-2000**

EFFECTIVE DATE  
**07-01-2000**

ISSUED BY  
**Director**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.  
**New Policy**

PAGE NO.

DATED

## POLICY

**ACCESS TO THE INTERNET AND ONLINE SERVICES USING DEPARTMENT EQUIPMENT IS PROVIDED TO AUTHORIZED USERS.**

## DEFINITIONS

**Department (ODOT)** - Oklahoma Department of Transportation.

**Authorized User (User)** - An ODOT employee, contractor, or other person properly authorized to utilize ODOT Information Services resources, including computer hardware and software, Help Desk and other support services, database information, and the ODOT IS Network.

**Director** - Director of the Oklahoma Department of Transportation.

**ODOT Information Services (IS) Network** - The computer hardware (including peripherals), software, communication lines and switches, Department databases, Help Desk and other support services that collectively provide the information services to support the ODOT mission and objectives.

**Internet Tools** - ODOT resources used to access the Internet.

**Online Services** - Services provided by outside entities to ODOT on a free or paid subscription basis that are delivered over the Internet.

## IMPLEMENTATION (SPECIFIC)

This Policy is about access to, and use of, the ODOT IS Network for Internet and Online Services.

**Within thirty days of implementation of this policy all supervisors are to review this policy with their employees and to review it with new employees before they are authorized to access the ODOT IS Network.**

1. Internet and Online Services are provided for ODOT business purposes, and only to its Authorized Users.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-1202-1

SUBJECT **INTERNET ACCESS**

PAGE NO. **2 of 2**  
DATED **07-01-2000**

EFFECTIVE DATE  
**07-01-2000**

ISSUED BY  
**Director**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.  
**New Policy**

PAGE NO.

DATED

2. Occasional and incidental personal non-ODOT business usage of these tools is permitted to Authorized Users outside of the Users' scheduled work hours. Such usage is subject to availability of ODOT resources and may be restricted by the Department at any time without notice. **NO** personal use is permitted at any time for outside business ventures, non-job-related solicitation whether for profit or non-profit, or for political messages. Use of the ODOT Network for seeking, viewing, recording, or transmission of illegal materials or materials commonly defined as **offensive, pornographic, sexually explicit, or disruptive are prohibited at all times.**
3. All Internet activities, except as specifically provided by law, are public records and subject to monitoring and recording at the discretion of the Department. Internet and online services messages may be subject to the Open Records Act. Internet transmissions and records are not guaranteed to be secure, and Users should not have expectations of privacy or secure transmission. The Department reserves the right to advise the appropriate legal authorities of any suspected illegal activity.
4. Users are responsible for what they seek, download, save, or transmit via the ODOT IS Network.
5. Users are to respect copyrights and other restrictions pertaining to outside materials delivered via the Internet as described in ODOT Policy B-1201-1.
6. Without specific written authority from the Director or his designees, Users are prohibited from downloading software or data files from outside sources. These shall include but not be limited to: (Reference ODOT Policy B-1201-1)
  - screen savers
  - graphics
  - stock market "tickers"
  - automated news information
  - music
  - games
  - videos
7. ODOT reserves the right to temporarily or permanently block access to Internet sites deemed inappropriate for ODOT business use. Authorized Users can request, through their Division, access to specific sites based on their job requirements.
8. The Department reserves the right to access any information stored on the ODOT IS Network.

All transmissions of information via the ODOT IS Network must comply with this and all other applicable Department policies. Violators will be subject to disciplinary action, up to and including termination.

|                                              |                   |                               |                                                   |
|----------------------------------------------|-------------------|-------------------------------|---------------------------------------------------|
| <b>OKLAHOMA DEPARTMENT OF TRANSPORTATION</b> |                   |                               |                                                   |
| <b>POLICY DIRECTIVE</b>                      |                   |                               | <b>NO. B-1203-1</b>                               |
| SUBJECT                                      |                   | <b>ELECTRONIC-MAIL SYSTEM</b> | PAGE NO. <b>1 of 2</b><br>DATED <b>07-01-2000</b> |
| EFFECTIVE DATE                               | ISSUED BY         | APPROVED                      |                                                   |
| <b>07-01-2000</b>                            | <b>Director</b>   | <b>s/s Neal A. McCaleb</b>    |                                                   |
| POLICY REPLACED                              | POLICY NO.        | PAGE NO.                      | DATED                                             |
|                                              | <b>New Policy</b> |                               |                                                   |

## POLICY

**ACCESS TO ELECTRONIC-MAIL IS PROVIDED BY THE DEPARTMENT TO AUTHORIZED USERS**

### DEFINITIONS

**Department (ODOT)** - Oklahoma Department of Transportation.

**Authorized User (User)** - An ODOT employee, contractor, or other person properly authorized by the Department to utilize ODOT Information Services resources, including computer hardware and software, Help Desk and other support services, database information, and the ODOT IS Network.

**Director** - Director of the Oklahoma Department of Transportation.

**Electronic Mail (Email)** The ODOT IS Network hardware, software and services used to electronically receive, store and transmit information.

**ODOT Information Services (IS) Network** - The computer hardware (including peripherals), software, communication lines and switches, Department databases, Help Desk, and other support services that collectively provide the information services to support the ODOT mission and objectives.

### IMPLEMENTATION (SPECIFIC)

This Policy is about access to, and use of, the ODOT IS Network for Email purposes.

**Within thirty days of implementation of this policy all supervisors are to review this policy with their employees and to review it with new employees before they are authorized to access the ODOT IS Network.**

1. The Department provides an Email system to its Users to assist them in conducting ODOT business. Users shall use only the ODOT provided Email system to perform Email functions when using the ODOT IS Network.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. B-1203-1

SUBJECT **ELECTRONIC-MAIL SYSTEM**

PAGE NO. **2 of 2**  
DATED **07-01-2000**

EFFECTIVE DATE  
**07-01-2000**

ISSUED BY  
**Director**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.  
**New Policy**

PAGE NO.

DATED

2. Occasional and incidental personal usage of Email is provided to Authorized Users. Such usage is subject to availability of ODOT resources and may be unavailable or restricted by the Department at any time without notice. **NO** personal use is permitted at any time for outside business ventures, non-job-related solicitation whether for profit or non-profit, or for political messages. Use of the ODOT Network for sending, saving, recording, or transmitting materials reasonably defined as ***offensive, pornographic, sexually explicit, or disruptive are prohibited at all times.***
3. Email transmissions and records are not guaranteed to be private or secure, and Users should not have expectations of privacy or secure transmission. However, except as set forth in item 4 and 5 below, all messages sent via electronic mail are considered to be confidential and as such are to be read only by the addressed recipient or by the direction of the addressed recipient.
4. The Department owns all records stored on the ODOT IS Network, and retains the right to monitor, access, and record them at the discretion of the Department. The Department retains the right to advise the appropriate legal authorities of any suspected illegal activity.
5. Email messages may be subject to the Open Records Act.
6. Users must properly identify themselves in their Email messages.
7. Users are responsible for what they download, save, or store from incoming Email, or transmit via the ODOT IS Network.
8. Users are to respect copyrights and other restrictions pertaining to materials received, stored, or transmitted via Email.
9. Without specific written authority from the Director or his designees, Users are prohibited from downloading software or data files or Email attachments that can operate as a computer program from outside sources. These shall include but not be limited to:
  - screen savers
  - graphics
  - automated news broadcasting and
  - stock "tickers" to an ODOT computer without specific written authority from the Director or his designees.

Users who store or transmit information via the ODOT IS Network must comply with this and all other applicable Department policies. Violators will be subject to disciplinary action, up to and including termination.





# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. C-101-1**

SUBJECT **STATUTORY ACCESS ROAD PROJECTS - ASSIGNMENT OF RESPONSIBILITY**

PAGE NO. 1 of 2  
DATED 12-01-85

EFFECTIVE DATE  
**12-01-85**

ISSUED BY  
**DIRECTOR**

APPROVED

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

## **POLICY**

**THE ASSISTANT DIRECTOR - PLANNING AND RESEARCH IS RESPONSIBLE FOR PROCESSING REQUESTS FOR INDUSTRIAL, LAKE AND RECREATION, AND AIRPORT ACCESS ROAD PROJECTS. THE FIELD DIVISION ENGINEER WITHIN WHOSE DIVISION A PROJECT IS PROPOSED FOR CONSTRUCTION IS RESPONSIBLE FOR COLLECTING PRELIMINARY PROJECT INFORMATION AND COSTS AND, UPON PROGRAMMING BY THE TRANSPORTATION COMMISSION, FOR PREPARATION OF A DETAILED PROJECT ESTIMATE. AFTER TRANSPORTATION COMMISSION APPROVAL OF ACCESS PROJECTS INVOLVING COST REIMBURSEMENT ONLY, THE FIELD DIVISION ENGINEER IS RESPONSIBLE FOR PROJECT ADMINISTRATION.**

## **IMPLEMENTATION (SPECIFIC)**

The processing of requests received by the Department for projects to be funded under any of the statutory Access Road Programs will be the responsibility of the office of the Assistant Director - Planning and Research. Upon receipt of each such request, the Assistant Director will have the necessary Job/Piece and Project Number assigned.

Upon request by the Assistant Director, the appropriate Field Division Engineer will conduct the necessary on-site inspection of the proposed project to determine its nature, scope and preliminary cost; whether or not the proposal meets Commission criteria for the program involved; whether or not the project could be constructed within existing right-of-way; whether or not the project would involve a railroad crossing or the use of any railroad right-of-way, and any responsibility the project sponsor should assume should the project be constructed. Any additional information requested by the

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. C-101-1**

SUBJECT

**STATUTORY ACCESS ROAD PROJECTS - ASSIGNMENT OF RESPONSIBILITY**

PAGE NO. 2 of 2

DATED 12-01-85

EFFECTIVE DATE

**12-01-85**

ISSUED BY

**DIRECTOR**

APPROVED

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

Assistant Director or considered pertinent by the Division Engineer will be included in his report. When received by the Assistant Director, the Division Engineer's report will be used to determine whether or not the project should be programmed and any necessary Commission Agenda Item will be prepared and submitted for approval of the Director.

Upon approval of contract projects by the Commission, the Division Engineer will prepare and transmit to the Assistant Director - Planning and Research a detailed Project Estimate including a typical section, construction notes and such plans as may be necessary for project construction. For unusually complex projects, the Division Engineer may request that construction plans, surveys and estimates be prepared by the Assistant Director - Design.

Upon Commission approval of projects for reimbursement of the costs of materials only, the Division Engineer will prepare and transmit to the Assistant Director -planning and Research, a detailed estimate of the quantities, costs and types of materials to be specified in a project agreement and utilized by the project sponsor in constructing the project.

The Assistant Director - Planning and Research will prepare a project agreement between the Department and the project sponsor. A fully executed copy of said agreement will be provided to the Division Engineer. Where cost reimbursement projects are involved, the Division Engineer will provide written notification to the project sponsor to proceed with the work specified in the agreement. One copy of the notification to proceed will be provided to the Assistant Director - Planning.

When processing has been completed, contract projects will be coordinated with the Programs Division and placed on a tentative letting list to be approved by the Director.

Construction Engineering for contract projects will be provided by a Resident Engineer. For projects where the Department is participating only with regard to reimbursement of the costs of materials, the Division Engineer will execute all claims submitted in conjunction with such projects, prior to payment by the Department, and will provide such project supervision and monitoring as he considers necessary to assure the work is properly accomplished and that the materials specified in said claims have, in fact, been utilized in the project.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. C-101-2**

**SUBJECT MUNICIPAL ANNEXATION OF PORTIONS OF STATE  
HIGHWAYS - ASSIGNMENT OF RESPONSIBILITY**

**PAGE NO. 1 of 1  
DATED 09-01-96**

**EFFECTIVE DATE  
09-01-96**

**ISSUED BY  
DIRECTOR**

**APPROVED  
s/s Paul Adams**

**POLICY REPLACED  
None**

**POLICY NO.  
C-101-2**

**PAGE NO.  
All**

**DATED  
09-01-96**

## **POLICY**

**THE OKLAHOMA DEPARTMENT OF TRANSPORTATION IS RESPONSIBLE FOR MAINTAINING THE HIGHWAYS FROM CURB TO CURB WITHIN MUNICIPAL AREAS WHILE THE CITY MAY HAVE RESPONSIBILITIES FOR DRAINAGE, UTILITIES, MOWING AND TRAFFIC SIGNS AND SIGNALS. THE APPROPRIATE FIELD DIVISION ENGINEER SHALL INFORM ANY CITY PROPOSING ANNEXATION INVOLVING A STATE HIGHWAY OF ITS ADDED MAINTENANCE RESPONSIBILITY.**

## **APPLICABILITY**

All correspondence to the Department concerning proposed annexation of State Highways and adjacent land will be forwarded to the appropriate Field Division Engineer for handling.

## **IMPLEMENTATION (SPECIFIC)**

Upon receipt of correspondence informing the Field Division Engineer of the proposed annexation, the Field Division Engineer, after considering the consequences of the annexation on the system, will coordinate with the proper City Officials as to the responsibilities of the City for maintenance with regard to drainage, utilities, mowing and traffic signs and signals within the rights-of-way. The governing body of the City must formally adopt these responsibilities and provide documentation to the Field Division Engineer. If the Field Division Engineer agrees with the documentation, he will inform the City of the Department's approval and furnish copies of all correspondence to the Planning Division and the Right-of-Way Division Utilities Branch.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. C-101-3**

SUBJECT **DEPARTMENT PARTICIPATION IN ADDITIONS TO RAILROAD  
INFRASTRUCTURE**

PAGE NO. **1 of 1**  
DATED **05-09-08**

EFFECTIVE DATE  
**05-09-08**

ISSUED BY  
**Director**

APPROVED  
**ss/Gary M. Ridley**

POLICY REPLACED  
**New Policy**

POLICY NO.

PAGE NO.

DATED  
**05-09-2008**

## **POLICY**

**THE DIRECTOR SHALL PROVIDE WRITTEN APPROVAL TO PARTICIPATE IN THE FINANCE, STUDY, INVESTIGATION, DEVELOPMENT, LOCATION, CONSTRUCTION OR MAINTENANCE OF NEW RAILROAD INFRASTRUCTURE OR IMPROVEMENTS INCLUDING MAINLINE, SPURS OR SIDINGS THAT CONSTITUTE THE ADDITION OF TRACK MILEAGE.**

## **IMPLEMENTATION (SPECIFIC) :**

The processes associated with preparing a request for the written approval of the Director will be established and maintained through an associated Directive as issued by the Chief Engineer.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                         |                                                            |                    |                       |
|-------------------------|------------------------------------------------------------|--------------------|-----------------------|
| <b>POLICY DIRECTIVE</b> |                                                            | <b>NO. C-201-1</b> |                       |
| SUBJECT                 | <b>ADDITIONS AND DELETIONS TO THE STATE HIGHWAY SYSTEM</b> | PAGE NO.           | <b>1 of 2</b>         |
|                         |                                                            | DATED              | <b>12-01-95</b>       |
| EFFECTIVE DATE          | <b>12-01-95</b>                                            | ISSUED BY          | <b>DIRECTOR</b>       |
|                         |                                                            | APPROVED           | <b>s/s Paul Adams</b> |
| POLICY REPLACED         | POLICY NO.                                                 | PAGE NO.           | DATED                 |
| <b>Yes</b>              | <b>C-201-1</b>                                             | <b>All</b>         | <b>06-13-84</b>       |

## POLICY

**THE PLANNING DIVISION IS RESPONSIBLE FOR ESTABLISHING A RECORD KEEPING SYSTEM ON REVISIONS TO THE STATE HIGHWAY SYSTEM AND RECOMMENDING, AS NECESSARY, REVISIONS OF THE SYSTEM TO THE TRANSPORTATION COMMISSION.**

## IMPLEMENTATION (SPECIFIC)

No existing or proposed road will be considered for addition to the state highway system until a study of the proposal is completed and a report is prepared indicating the warrants and justification for the addition.

The Planning Division is responsible for conducting appropriate studies and preparing the associated reports.

The Planning Division Engineer is responsible for making formal recommendations to the Transportation Commission regarding all state highway system revisions based on the results of the planning studies, reconstruction on new alignments, and/or comments received from the public hearing.

All state highway system revisions shall be in compliance with State Law and Commission Policy. The applicable policies and laws are summarized as follows:

### A. General

1. The highway system of the State of Oklahoma shall be divided into two classes; i. e., state highway system and county highway system. The state highway system shall be designated by the Commission and shall be composed of intercounty and interstate highways (Title 69, O.S. 1991 Section 501(a)).

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                       |                              |                                   |                          |
|-----------------------------------------------------------------------|------------------------------|-----------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                                               |                              | <b>NO. C-201-1</b>                |                          |
| SUBJECT<br><b>ADDITIONS AND DELETIONS TO THE STATE HIGHWAY SYSTEM</b> |                              | PAGE NO. <b>2 of 2</b>            | DATED <b>12-01-95</b>    |
| EFFECTIVE DATE<br><b>12-01-95</b>                                     | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Paul Adams</b> |                          |
| POLICY REPLACED<br><b>Yes</b>                                         | POLICY NO.<br><b>C-201-1</b> | PAGE NO.<br><b>All</b>            | DATED<br><b>06-13-84</b> |

2. "The Commission, at its discretion, may designate and maintain as a part of the state highway system, any roads connecting public use areas, state parks, national parks and state-owned institutions of the State of Oklahoma, with federal highways, state highways, county highways or municipal streets where the right-of-way for the roads has been obtained and title thereto is in the State of Oklahoma, or any agency thereof; and the Commission shall construct or maintain roads and highways within the boundaries of state parks and memorials (Title 69, O.S. 1991, Section 502(a))."

## B. Additions

1. The Commission shall designate no road as part of the state highway system that does not conform to minimum standards for roads in the category in which it would be classed, or until funds are specifically programmed for its improvement to such standards (730:15-1-6, Transportation Commission Policy).
2. The Commission shall require, prior to designating a road as part of the state highway system, or performing any work on the road, that the appropriate jurisdiction agree to furnish to the State, and/or convey title, if necessary, an appropriate width of right-of-way, free and clear of all encroachments. Conveyance of such right-of-way to the State shall include transfer of all structures located on the right-of-way (730:15-1-7, Transportation Commission Policy).

## C. Deletions

Any highway designated as a state highway shall not be removed by the Commission from the state highway system until notice in writing of intention to do so has been given to the State Senators and State Representatives of the respective districts which may be affected, thereby fixing a time for a public hearing thereon, which hearing shall be held not less than (10) days after the notice specified herein (Title 69, O.S. 1991, Section 503).

## IMPLEMENTATION (ADVISORY)

Request for additions and deletions to the state highway system shall be submitted to the Planning Division Engineer for consideration. An appropriate study will be conducted by the Planning Division on any proposal for a highway addition and a report prepared. Such reports may include, but not be limited to, information such as a detailed description of the existing facility, traffic volume estimates, design warrants and construction cost estimates. Completed reports will be submitted to the Director-Preconstruction for approval.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                               |                                                                          |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>C-201-1-(1)</u>                                       | PAGE NO. <u>1 of 2</u>                                                   |
| SUBJECT: <u>ADDITIONS AND DELETIONS TO</u><br><u>THE STATE HIGHWAY SYSTEM</u> | DATE ISSUED <u>12-01-95</u>                                              |
| REFERENCE POLICY DIRECTIVE NO. <u>C-201-1</u>                                 | DATE EFFECTIVE <u>12-01-95</u>                                           |
| DATED <u>12-01-95</u>                                                         | REPLACED NO. <u>C-201-1-(1)</u>                                          |
|                                                                               | DATE <u>06-13-84</u>                                                     |
|                                                                               | ISSUED BY <u>Asst. Dir. - Preconstruction</u><br><u>s/s Bruce Taylor</u> |

The following procedure will be used on revisions to the state highway system:

## A. Additions to State Highway System

1. Proposal submitted to Planning Division Engineer.
2. Planning study conducted and report prepared by Planning Division.
3. Report transmitted to District Commissioners and Commission Chairman for review and comments.
4. If the addition is justified, and with the approval of the District Commissioner, the Planning Division Engineer will present the proposed system revision to the Transportation Commission for approval.
5. The Right-of-Way Division will take the necessary steps to obtain the right-of-way agreements required by Commission Policy.
6. The Planning Division will notify the County Clerk and/or City Clerk, Field Division Engineers, the Maintenance Division, and other local public officials and Department personnel, as deemed necessary by Planning Division.
7. Request AASHTO approval if addition involves US numbered route.
8. Revise State Highway Control Sections to reflect new addition to system.
9. A field inventory of the new addition will be conducted by the Planning Division.

## B. Deletions from State Highway System

1. Proposal submitted to Planning Division Engineer
2. Schedule public hearing for proposed highway deletion.
3. Notify in writing the State Senators and State Representatives of the affected districts of the proposed highway deletion and of the scheduled public hearing.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

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|-------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>C-201-1-(1)</u>                                       | PAGE NO. <u>2 of 2</u>                                                   |
| SUBJECT: <u>ADDITIONS AND DELETIONS TO</u><br><u>THE STATE HIGHWAY SYSTEM</u> | DATE ISSUED <u>12-01-95</u>                                              |
| REFERENCE POLICY DIRECTIVE NO. <u>C-201-1</u>                                 | DATE EFFECTIVE <u>12-01-95</u>                                           |
| DATED <u>12-01-95</u>                                                         | REPLACED NO. <u>C-201-1-(1)</u>                                          |
|                                                                               | DATE <u>06-13-84</u>                                                     |
|                                                                               | ISSUED BY <u>Asst. Dir. - Preconstruction</u><br><u>s/s Bruce Taylor</u> |

4. Conduct public hearing.
5. Planning Division Engineer presents proposed system revision to Transportation Commission for approval.
6. Upon Transportation Commission approval, the highway will be removed from the state highway system and returned to appropriate local jurisdiction for further maintenance or abandonment as required by 730:15-1-3, Transportation Commission Policy.
7. Notify County Clerk and/or City Clerk, Field Division Engineers, Maintenance Division and other local public officials and Department personnel as deemed necessary by Planning Division.
8. Request AASHTO approval if US numbered route is involved.
9. Revise State Highway Control Sections.

The Annual Certification of County Road Mileage and the State Highway System Mileage Report will be adjusted annually, based upon Commission approved system changes (Title 69, O.S. 1991).

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                         |                              |                                                 |                          |
|-----------------------------------------|------------------------------|-------------------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                 |                              | <b>NO. C-201-2</b>                              |                          |
| SUBJECT <b>ENVIRONMENTAL MITIGATION</b> |                              | PAGE NO. <b>1 of 4</b><br>DATED <b>12-01-95</b> |                          |
| EFFECTIVE DATE<br><b>12-01-95</b>       | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Paul Adams</b>               |                          |
| POLICY REPLACED<br><b>Yes</b>           | POLICY NO.<br><b>C-201-2</b> | PAGE NO.<br><b>All</b>                          | DATED<br><b>05-30-89</b> |

## POLICY\*

THE PLANNING DIVISION IS RESPONSIBLE FOR ASSESSING THE ENVIRONMENTAL IMPACTS OF FEDERALLY ASSISTED HIGHWAY CONSTRUCTION PROJECTS AND SHALL DEVELOP, OR REVIEW AND APPROVE, ANY SPECIAL ENVIRONMENTAL MITIGATION MEASURES DEEMED NECESSARY FOR HIGHWAY CONSTRUCTION PROJECTS.

\* "The Hazardous Waste and Leaking Underground Storage Tank Procedures for Preconstruction," as prepared by the Planning Division, and "The Guidelines for Underground Storage Tanks and Hazardous Waste Sites," as prepared by the Maintenance Division, are hereby made part of the official policies of the Department.

## APPLICABILITY

Following is a list that includes those environmental consequences that would most frequently require consideration of some type of mitigation measures:

Threatened or Endangered Wildlife Species  
Historic and Archaeological Site Preservation  
Relocation Impacts  
Economic Impacts  
Water Quality  
Air Quality Impacts  
Noise Impacts  
Visual Impacts

Wetland Impacts  
Construction Impacts  
Water Body Modification  
Fish and Wildlife Impacts  
Floodplain Impacts  
Hazardous Waste Site  
Parkland Involvement  
Wild and Scenic Rivers

|                                              |                 |                                 |                                                 |
|----------------------------------------------|-----------------|---------------------------------|-------------------------------------------------|
| <b>OKLAHOMA DEPARTMENT OF TRANSPORTATION</b> |                 |                                 |                                                 |
| <b>POLICY DIRECTIVE</b>                      |                 |                                 | <b>NO. C-201-2</b>                              |
| SUBJECT                                      |                 | <b>ENVIRONMENTAL MITIGATION</b> | PAGE NO. <b>2 of 4</b><br>DATED <b>12-01-95</b> |
| EFFECTIVE DATE                               | ISSUED BY       | APPROVED                        |                                                 |
| <b>12-01-95</b>                              | <b>DIRECTOR</b> | <b>s/s Paul Adams</b>           |                                                 |
| POLICY REPLACED                              | POLICY NO.      | PAGE NO.                        | DATED                                           |
| <b>Yes</b>                                   | <b>C-201-2</b>  | <b>All</b>                      | <b>05-30-89</b>                                 |

## IMPLEMENTATION (SPECIFIC)

### A. Specific Measures

A detailed listing of proposed specific mitigation measures not otherwise covered in the manual of Standard Specifications for Highway Construction, and which are included in the approved environmental document will be provided by the Planning Division to the Design Division for incorporation into the construction plans and to the Field Division Engineer for discussion at the preconstruction conference. Any deviations from these proposed measures must be approved in writing by the Planning Division Engineer.

### B. Permits

Permits issued by other state or federal agencies may be required for a construction project. The Planning Division Engineer shall review and approve any specific environmental mitigation measures that are conditions of any such permit before the permit is executed by the Department.

### C. Exceptions

1. Mitigation measures for relocation impacts are the responsibility of the Right-of-Way Division.
2. Cleanup of any hazardous material and/or underground storage tank removal discovered within the limits of a project during construction is the responsibility of the Safety and Hazards Branch of the Maintenance Division. The Resident Engineer/Manager shall notify the Field Division Engineer and the State Construction Engineer of any such hazardous waste discoveries or any suspected hazardous waste sites and/or underground storage tank locations. The State Construction Engineer shall notify the Safety and Hazards Branch of the Maintenance Division of such locations. For additional information refer to the current construction control directives for hazardous waste and underground storage tanks.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. C-201-2**

SUBJECT **ENVIRONMENTAL MITIGATION**

PAGE NO. **3 of 4**

DATED **12-01-95**

EFFECTIVE DATE  
**12-01-95**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Paul Adams**

POLICY REPLACED  
**Yes**

POLICY NO.  
**C-201-2**

PAGE NO.  
**All**

DATED  
**05-30-89**

## D. Design

1. The Design Division which prepares the plans shall incorporate all the specific mitigation measures contained in the detailed listing into the construction plans for the project. The Planning Division Engineer must be notified in writing of any deviations prior to completion of final construction plans.
2. There will be established in the plans a section entitled "Environmental Mitigation Notes." Design Division Engineers shall insure that plan notes referring to specific mitigation measures are included in the plans and located in this section.
3. All known specific mitigation measures not covered in the manual of "Standard Specifications for Highway Construction" shall be discussed at the Plan-In-Hand and documented in the Plan-In-Hand report.
4. Pay items shall be established for all required mitigation measures not covered in the manual of "Standard Specifications for Highway Construction."

## E. Construction

1. All known specific mitigation measures not covered in the manual of "Standard Specifications for Highway Construction" which are included in the approved environmental document shall be discussed at the pre-work conference and documented in the report of the meeting.
2. Compliance with erosion control methods, in accordance with the "Standard Specifications for Highway Construction," shall be emphasized at the pre-work conference, and clearing and grubbing only between slope stakes shall be encouraged.
3. Contractors shall be urged to tailor erosion control methods to each specific project, and the effectiveness of such methods shall be monitored by residency personnel.
4. Construction activities shall be suspended by the Resident Engineer/Manager in any area where major environmental impacts, not previously considered, are discovered during construction. The Resident Engineer/Manager shall notify the Planning Division Engineer and obtain his approval prior to continuing any construction activities in that area. Mitigation measures not contemplated at the

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                         |                              |                                                 |                          |
|-----------------------------------------|------------------------------|-------------------------------------------------|--------------------------|
| <b>POLICY DIRECTIVE</b>                 |                              | <b>NO. C-201-2</b>                              |                          |
| SUBJECT <b>ENVIRONMENTAL MITIGATION</b> |                              | PAGE NO. <b>4 of 4</b><br>DATED <b>12-01-95</b> |                          |
| EFFECTIVE DATE<br><b>12-01-95</b>       | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Paul Adams</b>               |                          |
| POLICY REPLACED<br><b>Yes</b>           | POLICY NO.<br><b>C-201-2</b> | PAGE NO.<br><b>All</b>                          | DATED<br><b>05-30-89</b> |

time of plan preparation, but which are required during construction, shall be added to the "as-built" plans.

## F. Notification

If any mitigation or construction activities are to be monitored by Planning Division personnel, reasonable advance notification of not less than five (5) working days prior to starting construction in that area must be provided to the Planning Division Engineer by the Resident Engineer/Manager. A note shall be included in the "Environmental Mitigation Notes" requiring the contractor to notify the Resident Engineer/Manager at least seven (7) working days prior to the start of construction so that he may comply with the above listed requirement.

## G. Detection

The Survey Division has the responsibility of noting the location of UST.

The Planning Division has the responsibility of conducting the ISA, and when potential contaminated projects are found, conducting the PSI.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. C-201-3

SUBJECT **HIGHWAY NOISE ABATEMENT**

PAGE NO. 1 of 6

DATED 08-01-96

EFFECTIVE DATE  
**08-01-96**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**None**

POLICY NO.  
**C-201-3**

PAGE NO.  
**All**

DATED  
**08-01-96**

## POLICY

**PLANNING DIVISION IS RESPONSIBLE FOR CONDUCTING NOISE STUDIES FOR FEDERALLY ASSISTED HIGHWAY CONSTRUCTION PROJECTS AND SHALL DEVELOP, REVIEW AND APPROVE ANY SPECIAL MITIGATION MEASURES DEEMED NECESSARY FOR HIGHWAY CONSTRUCTION PROJECTS.**

## APPLICABILITY

Planning Division will conduct noise studies on federal-aid projects involving the construction of a highway on new location, when an existing highway is significantly changed by horizontal or vertical realignment, or when the number of through-traffic lanes is increased. These noise studies will be conducted in conformance with 23 CFR 772, ***Procedures for Abatement of Highway Traffic Noise.***

## DEFINITIONS

- (a) **Design Year:** The future year used to estimate the probable traffic volume for which a highway is designed.
- (b) **Existing Noise Levels:** The noise, resulting from the natural and mechanical sources and human activity, considered normally present in a particular area.
- (c) **L<sub>eq</sub>:** The L<sub>eq</sub> is the constant, average sound level, which over a period of time (usually hourly) contains the same amount of sound energy as the varying levels of traffic noise.
- (d) **Receptors:** The locations studied for noise impacts and abatement, such as a single family residence or school. Each unit in a multifamily residence shall be considered a separate receptor.

|                                              |                              |                                                 |                          |
|----------------------------------------------|------------------------------|-------------------------------------------------|--------------------------|
| <b>OKLAHOMA DEPARTMENT OF TRANSPORTATION</b> |                              |                                                 |                          |
| <b>POLICY DIRECTIVE</b>                      |                              |                                                 | <b>NO. C-201-3</b>       |
| SUBJECT <b>HIGHWAY NOISE ABATEMENT</b>       |                              | PAGE NO. <b>2 of 6</b><br>DATED <b>08-01-96</b> |                          |
| EFFECTIVE DATE<br><b>08-01-96</b>            | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s Neal A. McCaleb</b>          |                          |
| POLICY REPLACED<br><b>None</b>               | POLICY NO.<br><b>C-201-3</b> | PAGE NO.<br><b>All</b>                          | DATED<br><b>08-01-96</b> |

(e) **Traffic Noise Impacts:**

1. Impacts which occur when the future predicted exterior  $L_{eq}$  traffic noise levels approach or exceed the Federal Highway Administration (FHWA) Noise Abatement Criteria (see attached table).
2. Impacts which occur when the future predicted exterior  $L_{eq}$  traffic noise levels exceed the existing exterior  $L_{eq}$  noise levels by 15 decibels or more.
3. In those cases where there are no frequent exterior human activities present, impacts occur when interior noise levels approach by one (1) decibel or exceed the Federal Highway Administration  $L_{eq}$  Noise Abatement Criteria Category E interior criterion level (see attached table).

(f) **Date of Public Knowledge:** The date of FHWA environmental clearance for any given project after which local governments are responsible for noise compatible land use planning.

**IMPLEMENTATION (SPECIFIC)**

Noise studies will consist of the following:

**A. Analysis of Traffic Noise Impacts**

The Department will determine and analyze expected traffic noise impacts and alternative noise abatement measures to mitigate these impacts after considering the feasibility and reasonableness of the measures. The traffic noise analysis will include the following steps for each viable alternative under study:

1. Identification of existing activities, developed lands, and those areas for which development of this type is planned, designed, and programmed with local authorities (i.e., an officially filed plat) which may be affected by noise.
2. Determination of existing noise levels.
  - a. The existing exterior  $L_{eq}$  noise level will be either modeled using a Federal Highway Administration approved noise model or determined by actual noise measurement. Noise levels should reflect the noisiest hour of the day affecting a given receptor.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. C-201-3**

SUBJECT **HIGHWAY NOISE ABATEMENT**

PAGE NO. **3 of 6**

DATED **08-01-96**

EFFECTIVE DATE  
**08-01-96**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**None**

POLICY NO.  
**C-201-3**

PAGE NO.  
**All**

DATED  
**08-01-96**

3. Prediction of traffic noise levels.
  - a. The predicted exterior  $L_{eq}$  traffic noise levels will be determined using a Federal Highway Administration approved noise model.
  - b. The design year traffic volume will be used for prediction of future traffic noise levels.
4. Determination of traffic noise impacts.
  - a. Impacts occur when exterior noise levels approach by one (1) decibel or exceed the Federal Highway Administration  $L_{eq}$  Noise Abatement Criteria.
  - b. Impacts occur when predicted exterior  $L_{eq}$  noise levels exceed existing exterior  $L_{eq}$  noise levels by fifteen (15) decibels or more.
  - c. In those cases where no frequent exterior human activities occur, the interior criterion of the Federal Highway Administration  $L_{eq}$  Noise Abatement Criteria shall be used. Impacts occur when interior noise levels approach by one (1) decibel or exceed this interior criterion level.
5. Examination of alternative noise mitigation measures.
  - a. Noise mitigation measures which are reasonable and feasible and noise impacted areas for which no apparent solution is available will be identified.
  - b. Commercial and industrial areas or those areas trending to commercial or industrial land use are not considered noise sensitive locations and are not eligible for mitigation.

## **B. Noise Mitigation**

In determining and abating traffic noise impacts, primary consideration will be given to exterior areas. Mitigation will usually be considered only where frequent human use occurs and lowered noise levels would be of benefit. The following will guide consideration of mitigation measures:

### Feasibility

Mitigation measures must be feasible. "Feasibility" refers to engineering considerations that determine if the following can be achieved.

1. Mitigation measures should result in at least a seven (7) decibel reduction in design year highway traffic noise when compared to the design year traffic noise levels without mitigation for first row receptors. Some factors that may limit the ability to achieve noise reduction include topography, access requirements for driveways and cross-streets, and other noise sources in the area.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. C-201-3**

SUBJECT **HIGHWAY NOISE ABATEMENT**

PAGE NO. **4 of 6**

DATED **08-01-96**

EFFECTIVE DATE  
**08-01-96**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**None**

POLICY NO.  
**C-201-3**

PAGE NO.  
**All**

DATED  
**08-01-96**

2. Mitigation measures must be constructable without using extraordinary construction techniques as identified by the Department.
3. Mitigation measures must not create a drainage, maintenance, access or safety problem that cannot be accommodated by appropriate design as determined by the Department.

## Reasonableness

Mitigation measures must be reasonable. This reasonableness criteria shall include:

1. The area's residents desire for mitigation. Higher consideration will be given to first row residents adjacent to a transportation facility.
2. The overall magnitude of the future noise levels without mitigation.
3. The magnitude of the future noise levels compared to existing noise levels.
4. The date of development or construction of the residential area compared to the date of initial highway construction.
5. The cost not to exceed \$30,000.00 per benefitted residential receptor. A benefitted residential receptor receives at least a five (5) decibel reduction when compared to no mitigation and includes all residential receptors (not only first row receptors).
6. The existing land use zoning, potential for land use change in the area, and actions taken by local officials to control incompatible growth and development adjacent to highways.

All these reasonableness criteria will be used to evaluate the reasonableness of mitigation. No one factor would guarantee or deny mitigation absolutely, but all would be considered by the Department to determine if mitigation is reasonable.

Mitigation at institutions such as churches, schools, and hospitals will be considered by the Department on a case-by-case basis.

Mitigation will not be considered for commercial or industrial areas or for those areas that are trending to commercial or industrial land use, and measures not authorized for federal-aid participation in 23 CFR 772.13(c)(1) through (6) will not be considered on Department projects. The Department will not consider insulation of privately-owned residences.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. C-201-3**

SUBJECT **HIGHWAY NOISE ABATEMENT**

PAGE NO. **5 of 6**

DATED **08-01-96**

EFFECTIVE DATE  
**08-01-96**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**None**

POLICY NO.  
**C-201-3**

PAGE NO.  
**All**

DATED  
**08-01-96**

The Oklahoma Department of Transportation is not responsible for mitigation of noise impacts that occur in developments platted after the Date of Public Knowledge.

## **C. INFORMATION FOR LOCAL OFFICIALS**

The Department will make the results of the noise analyses and any proposed mitigation measures available to local officials within whose jurisdiction the highway project is located. This will include expected noise levels as found in the National Environmental Policy Act (NEPA) document or in separate documentation. This information is provided to assist local officials to protect future land development from becoming incompatible with anticipated highway noise levels.

## **D. CONSTRUCTION NOISE**

The Department will identify any special noise sensitive land uses or activities which may be affected by noise from construction of a project. Any special measures which are feasible and reasonable will be added to the project plans and specifications.

## **E. DESIGN**

1. The Design Division will incorporate noise mitigation measures recommended by Planning Division in project plans. The Planning Division Engineer must be notified in writing of any deviations prior to completion of final construction plans.
2. Mitigation measures not covered in the manual of "Standard Specifications for Highway Construction" will be discussed at the Plan-in-Hand and detailed in the Plan-in-Hand report.
3. Pay items will be established for mitigation measures not covered in the manual of "Standard Specifications for Highway Construction."

## **F. CONSTRUCTION**

1. Mitigation measures not covered in the manual of "Standard Specifications for Highway Construction" will be discussed at the pre-work conference and documented in the report of the meeting.
2. The Planning Division Engineer must approve any deviation of mitigation measures from the final construction plans.

**FEDERAL HIGHWAY ADMINISTRATION**

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. C-201-3**

**SUBJECT HIGHWAY NOISE ABATEMENT**

PAGE NO. **6 of 6**

DATED **08-01-96**

EFFECTIVE DATE  
**08-01-96**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**None**

POLICY NO.  
**C-201-3**

PAGE NO.  
**All**

DATED  
**08-01-96**

## NOISE ABATEMENT CRITERIA

| Activity Category | Leq Design Noise Level | Description of Activity Category                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A                 | 57<br>(Exterior)       | Tracts of land in which serenity and quiet are of extraordinary significance and serve an important public need and where the preservation of these qualities is essential if the area is to continue to serve its intended purpose. Such areas could include amphitheatres, particular parks or portions of parks, open spaces, or historic districts which are dedicated or recognized by appropriate local officials for activities requiring special qualities of serenity and quiet. |
| B                 | 67<br>(Exterior)       | Picnic areas, recreation areas, playgrounds, active sports areas, and parks which are not included in Category A and residences, motels, hotels, public meeting rooms, schools, churches, libraries, and hospitals.                                                                                                                                                                                                                                                                       |
| C                 | 72<br>(Exterior)       | Developed lands, properties or activities not included in Categories A or B above.                                                                                                                                                                                                                                                                                                                                                                                                        |
| D                 | --                     | Undeveloped lands.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| E                 | 52<br>(Interior)       | Residences, motels, hotels, public meeting rooms, schools, churches, libraries, hospitals, and auditoriums.                                                                                                                                                                                                                                                                                                                                                                               |

# POLICY DIRECTIVES AND ADMINISTRATIVE ORDERS LOG

## SECTION D - ENGINEERING

| POLICY NO.  | EFF. DATE | TITLE                                                                              |
|-------------|-----------|------------------------------------------------------------------------------------|
| D-102-1     | 11-21-87  | CLEAR ZONE                                                                         |
| D-201-1     | 02-20-84  | REPLACEMENT OF RIGHT-OF-WAY FENCES                                                 |
| D-201-1-(1) | 02-20-84  | DESIGN & CONSTRUCTION OF REPLACEMENT RIGHT-OF-WAY FENCES                           |
| D-202-1     | 04-28-83  | REMOVAL OF ENCROACHMENTS                                                           |
| D-202-1-(1) | 01-15-88  | UTILITY REGULATIONS AND REARRANGEMENTS                                             |
| D-302-1     | 01-10-94  | TRAFFIC ENGINEERING                                                                |
| D-303-1     | 06-27-83  | MINIMUM CLEARANCE WARNING SIGNS                                                    |
| D-303-2     | 06-27-83  | "WATCH FOR ICE ON BRIDGE" WARNING SIGNS                                            |
| D-401-1     | 05-12-83  | CONTRACT ADMINISTRATION MANUAL                                                     |
| D-401-2     | 07-01-88  | ENGINEER'S ESTIMATE - CONFIDENTIALITY                                              |
| D-401-3     | 05-15-92  | CONTRACT ADMINISTRATION - NONPAYMENT COMPLAINT AND BONDING INFORMATION             |
| D-402-1     | 05-12-83  | CONSTRUCTION SPECIFICATIONS                                                        |
| D-402-2     | 07-06-83  | WRITING, REVIEWING AND APPROVING SPECIFICATIONS, SPECIAL PROVISIONS AND PLAN NOTES |
| D-402-2-(1) | 07-06-83  | GUIDELINES FOR WRITING SPECIFICATIONS, PLAN NOTES AND SPECIAL PROVISIONS           |
| D-402-2-(2) | 07-06-83  | SAMPLE FORMAT FOR SPECIAL PROVISIONS                                               |
| D-404-1     | 05-12-83  | SAMPLING AND TESTING METHODS                                                       |
| D-404-2     | 05-12-83  | SAMPLING GUIDE                                                                     |
| D-404-3     | 03-01-02  | NONPAYMENT OF OVERWEIGHT DELIVERIES                                                |
| D-404-4     | 02-01-04  | NUCLEAR MEASUREMENT GAUGES                                                         |
| D-501-1     | 10-01-96  | ODOT MAINTENANCE MANUAL                                                            |
| D-501-2     | 05-06-83  | ODOT WAREHOUSE MANUAL                                                              |
| D-502-1     | 10-01-96  | DRIVEWAY REGULATIONS                                                               |
| D-503-1     | 10-01-96  | ODOT MOWING GUIDE                                                                  |
| D-504-1     | 08-01-95  | HERBICIDE PROGRAM                                                                  |
| D-601-1     | 10-01-96  | VALUE ENGINEERING                                                                  |
| D-601-1-(1) | 10-01-96  | VALUE ENGINEERING                                                                  |
|             |           |                                                                                    |
|             |           |                                                                                    |

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-102-1**

SUBJECT **CLEAR ZONE**

PAGE NO. **1 of 4**

DATED **11-21-87**

EFFECTIVE DATE  
**11-21-87**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

## POLICY

**THE DEPARTMENT SHALL ESTABLISH AND PERPETUATE A FORGIVING ROADSIDE BY APPLICATION OF CLEAR ZONE CONCEPTS. ALL OPERATIONAL UNITS WILL APPLY THESE PRINCIPLES WHERE APPLICABLE, REASONABLE, AND WITHIN THE ECONOMIC CAPABILITY OF THE UNIT.**

## DEFINITION

A "clear zone" defined as the roadside border area, starting at the edge of the traveled way, available for safe use by errant vehicles. Nontraversable hazards or fixed objects should be removed, relocated, or shielded by a barrier system, if they are within the defined clear zone minimum width.

## IMPLEMENTATION (SPECIFIC)

### A. Clear Zone Consideration Levels

Operational units will determine actions to take for clear zone implementation. Mitigation actions follow a specific level of consideration for each individual hazard, and/or group of hazards, within the clear zone. The words "hazard" and "obstacle," used interchangeably, refer to the same individual or group of undesirable items.

### HAZARD MITIGATION ACTIONS:

1. Remove the hazard completely - total removal.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-102-1**

SUBJECT **CLEAR ZONE**

PAGE NO. **2 of 4**

DATED **11-21-87**

EFFECTIVE DATE  
**11-21-87**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

2. Relocate the hazard.
  - a. Relocate to an area outside of the clear zone.
  - b. Relocate to render it inaccessible to errant vehicles, for example, into the protection envelope of a longitudinal barrier for another hazard.
3. Remodel the hazard to an improved safety standard.
  - a. Flatten slopes to maximize practical value.
  - b. Make planar surface interruptions more safely traversable.
  - c. Make planar surface slope changes over a longer, less abrupt transition.
  - d. Make aboveground impactables crash worthy.
4. Shield or attenuate.
  - a. Use longitudinal barrier to smoothly redirect an errant vehicle around or by the hazard.
  - b. Install crash cushion to attenuate vehicle damage and/or occupant injury to an acceptable level.
5. No Action - Based upon a proven method of analysis, comparing the installation life cycle costs (initial costs plus future maintenance and replacement costs) weighed against the benefits of an action to comply with clear zone requirements. This action (by virtue of no action) must be documented and become a part of the project file or the site file for future reference. Supporting computations will also be a part of this documentation. One recommended cost-to-benefit selection procedure offered for use is in Chapter VII of Reference 2, below.

## **B. Reference List**

The following references are adopted for the purpose of defining various terms and/or delineating design procedures used for implementation. The most current editions will apply.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-102-1**

SUBJECT **CLEAR ZONE**

PAGE NO. **3 of 4**

DATED **11-21-87**

EFFECTIVE DATE  
**11-21-87**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

1. *A Policy on Geometric Design of Highways and Streets*, 1984 AASHTO.
2. *Guide for Selecting, Locating and Designing Traffic Barriers*, 1977 AASHTO.
3. A supplement to *A Guide for Selecting, Locating and Designing Traffic Barriers*, 1980. Texas Transportation Institute (A training manual) for U.S. Department of Transportation, Federal Highway Administration.
4. *Clear Zone Implementation Package* - Oklahoma Department of Transportation, 1987.
5. *Safety Design and Operational Practices for Streets and Highways*, Technology Sharing Report 80-228, U.S. Department of Transportation, Federal Highway Administration Office of Research and Development, Implementation Division, May 1980.
6. *Effectiveness of Clear Recovery Zones*, NCHRP Report 247, Transportation Research Board, National Research Council, May 1982
7. *Highway Design and Operational Practices Related to Highway Safety*, 2nd Ed., 1974, AASHTO, Washington, D.C.
8. *A Guide for Erecting Mailboxes on Highways*, May 1984, AASHTO, Washington, D.C.
9. *Highway Safety*, Special Report 107, Highway Research Board, National Research Council, National Academy of Sciences/Engineering, August 1969.
10. *Selection of Safe Roadside Cross Sections*, NCHRP Report 158, 1975.
11. *Guide to Management of Roadside Trees*, Dec., 1986, U.S. Department of Transportation Federal Highway Administration RD & T Report No. FHWA-IP-86-17 (Implementation Package).

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-102-1**

SUBJECT **CLEAR ZONE**

PAGE NO. **4 of 4**

DATED **11-21-87**

EFFECTIVE DATE  
**11-21-87**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

## IMPLEMENTATION (ADVISORY)

**Explanation:** A vehicle may leave the traveled way due to a number of circumstances. Some operators will leave due to self choice and others in response to a real or perceived hazard within, or adjacent to, the traveled way. Still others will leave because of a loss of operational control due to their own physical condition, or due to substances on or above the traveled way (spilled solids or liquids, ice, water, fog, smoke or vapors). For whatever reason a driver/operator leaves the traveled way, statistics overwhelmingly prove that the great majority of operators can, and will, return to the traveled way directly, or will come to a safe, upright stop when presented with a reasonably flat and clear roadside. This clear zone adjacent to the travel lanes will be established and perpetuated on a priority basis which will be defined and technically quantified in Reference 4 Clear Zone Implementation Package, and/or by direct reference on photocopy inclusion therein.



|                                              |                              |                                           |                                                 |
|----------------------------------------------|------------------------------|-------------------------------------------|-------------------------------------------------|
| <b>OKLAHOMA DEPARTMENT OF TRANSPORTATION</b> |                              |                                           |                                                 |
| <b>POLICY DIRECTIVE</b>                      |                              |                                           | <b>NO. D-201-1</b>                              |
| SUBJECT                                      |                              | <b>REPLACEMENT OF RIGHT-OF-WAY FENCES</b> | PAGE NO. <b>1 of 2</b><br>DATED <b>02-14-84</b> |
| EFFECTIVE DATE<br><b>02-14-84</b>            | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s R.A. Ward</b>          |                                                 |
| POLICY REPLACED                              | POLICY NO.                   | PAGE NO.                                  |                                                 |

**POLICY**

**THE DEPARTMENT SHALL DESIGN AND CONSTRUCT REPLACEMENT RIGHT-OF-WAY FENCES.**

**IMPLEMENTATION (SPECIFIC)**

In order to establish desirable sequence in construction, replacement right-of-way fences shall be included in contracts and replaced by highway contractors.

**DUTIES AND RESPONSIBILITIES**

**Assistant Director-Design:**

The Project Engineer originating a project within the Design Division will be responsible to determine the type of existing fence and to determine the design for replacement fencing. All fencing and gates to be constructed will be in accordance with the Department's fencing standards.

Water gaps or water gates, cattle guards, non-standard, special, or ornamental fences and gates, will be a part of the right-of-way settlement and not a part of the construction contract. If no fence exists, no fence will be constructed, except freeway access control fences, and fences deemed necessary by the Department on new alignment projects.

Design right-of-way plans will be furnished to the Right of Way Division with appropriate notes that refer to right-of-way fence construction, including: fence types, gates and locations.

**Assistant Director-Land Acquisition:**

Obtains the consent of the property owner to construct (including the right-of-way entry) all fences and gates as noted on the construction plans. In those instances when fencing is not being replaced by the Department, or the landowner refuses to consent to the replacement fencing proposal, any value contributable to the fencing will be included in the right-of-way settlement.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-201-1**

SUBJECT **REPLACEMENT OF RIGHT-OF-WAY FENCES**

PAGE NO. **2 of 2**

DATED **02-14-84**

EFFECTIVE DATE

**02-14-84**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s R.A. Ward**

POLICY REPLACED

POLICY NO.

PAGE NO.

## Field Division Engineers

The resident engineers will be responsible to see that all fencing and gates are constructed in accordance with the approved design construction plans. Final acceptance of all fencing construction will be the responsibility of the resident engineer.

Removal and disposal of all existing fence being replaced by the Department will be the responsibility of the highway contractor.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                                        |                                                                            |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>D-201-1-(1)</u>                                                | PAGE NO. <u>1 of 2</u>                                                     |
| SUBJECT: <u>DESIGN &amp; CONSTRUCTION OF</u><br><u>REPLACEMENT RIGHT-OF-WAY FENCES</u> | DATE ISSUED <u>02-20-84</u>                                                |
| REFERENCE POLICY DIRECTIVE NO. <u>D-201-1</u>                                          | DATE EFFECTIVE <u>02-20-84</u>                                             |
| DATED <u>02-14-84</u>                                                                  | REPLACED NO. <u>D-201-1-(1)</u>                                            |
|                                                                                        | DATE _____                                                                 |
|                                                                                        | ISSUED BY <u>Asst. Dir. - Land Acquisition</u><br><u>s/s Gayland Adams</u> |

- A. Replacement fences will be constructed on the right-of-way line, and all fences will become property of the landowner, except freeway access control fences. Freeway access control fences will remain property of the Department.
- Existing barbed wire fence will be replaced with standard (RWF-4). Existing woven wire fence will be replaced with standard (RWF-2) woven wire. Existing chain link fence will be replaced with standard (RWF-6) chain link. If no fence exists, no fence will be built except freeway access control fences.
  - Existing gates will be replaced with either barbed wire (Texas style RWF-4), woven wire (Pipe Frame, Std. RWF-2), or chain link (RWF-6) only. No metal or ornamental gate will be constructed.
  - No water gaps or water gates will be constructed or replaced. Fences along irregular terrain will be constructed in accordance with Department standards, using fans at minor drains. Fences may be tied into structure headwalls at major streams at the discretion of the project engineer.
  - All non-standard, special, or ornamental fences and gates will be taken care of in Right-of-Way settlement. Cattle guards, water gaps and water gates also will be included in the right-of-way settlement.
- B. When a fence agreement cannot be reached with the property owner, the fence will be removed from the plans and taken care of in the right-of-way settlement.
- C. Removal and disposal of the old fence will be the responsibility of the highway contractor.
- D. The project engineer of the Design Division will have the authority and the responsibility to determine the type of existing fence and to determine the design for replacement fencing.
- E. Design right-of-way plans shall have all notes shown that refer to right-of-way fence construction. Fence types, gates and locations shall be noted when submitted to the Right-of-Way Division.
- F. Fence construction, as noted on plans, shall be in accordance with departmental standards. Final acceptance for fences will rest with the resident engineer.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                                                    |                                                                                            |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>    D-201-1-(1)    </u>                                                    | PAGE NO. <u>    2 of 2    </u>                                                             |
| SUBJECT: <u>    DESIGN &amp; CONSTRUCTION OF</u><br><u>    REPLACEMENT RIGHT-OF-WAY FENCES    </u> | DATE ISSUED <u>    02-20-84    </u>                                                        |
| REFERENCE POLICY DIRECTIVE NO. <u>    D-201-1    </u>                                              | DATE EFFECTIVE <u>    02-20-84    </u>                                                     |
| DATED <u>    02-14-84    </u>                                                                      | REPLACED NO. <u>    D-201-1-(1)    </u>                                                    |
|                                                                                                    | DATE _____                                                                                 |
|                                                                                                    | ISSUED BY <u>    Asst. Dir. - Land Acquisition    </u><br><u>    s/s Gayland Adams    </u> |

- G. It will be the responsibility of the Right-of-Way Division to secure legal entry to construct the fences and to negotiate for the special and ornamental fences, cattle guards, water gaps, special gates and any other items not in standard fencing specification.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-202-1**

SUBJECT **REMOVAL OF ENCROACHMENTS**

PAGE NO. **1 of 2**

DATED **04-28-83**

EFFECTIVE DATE  
**04-28-83**

ISSUED BY  
**Director**

APPROVED  
**s/s R.A. Ward**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

## **POLICY**

**ENCROACHMENTS SHALL NOT BE PERMITTED ON THE RIGHT-OF-WAY.**

## **IMPLEMENTATION (SPECIFIC)**

In accordance with Transportation Commission **Article VI-A. Right-of-Way**, Section 4, encroachments shall not be permitted on the right-of-way. In order to expedite handling, vest responsibility and establish a workable routine on matters pertaining to the removal of encroachments, the following responsibilities are delegated.

## **DUTIES AND FUNCTIONS**

### **The Design Division Will:**

Furnish to the Right-of-Way Division detailed plans depicting existing right-of-way and proposed right-of-way (if any) at the earliest stage such information can be determined.

### **The Right-of-Way Division Will:**

- A. Verify existing right-of-way before submitting plans to the appropriate field division for their use in staking the right-of-way, making a determination of encroachments, and effecting removal of same.
- B. Coordinate the acquisition and/or removal of any encroachment which the field division determines is partially situated on right-of-way to be acquired.

### **The Field Division Will:**

- A. Notify the proper city officials, where encroachments are within the corporate limits of municipality, of the location and nature of the encroachments and, on the basis of current Commission policy, look to the municipality for the removal of said encroachment.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-202-1**

SUBJECT **REMOVAL OF ENCROACHMENTS**

PAGE NO. **2 of 2**  
DATED 04-28-83

EFFECTIVE DATE  
**04-28-83**

ISSUED BY  
**Director**

APPROVED  
**s/s R.A. Ward**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

- B. Exert every means possible to effect the removal of encroachments which are in rural areas. If unable to effect removal of encroachments, the field division will submit a request to the Legal Division for assistance in obtaining removal of the encroachments. Detailed information relative to the encroachment to be removed and complete data as to efforts exerted by the field division to effect removal will be submitted with the request for assistance.
- C. Notify the Right-of-Way Division at the time all encroachments are removed. All encroachments must be removed prior to project being eligible for letting.
- D. Continuously monitor the right the right-of-way and to effect the removal of subsequent encroachments through the municipality or by contacting the encroachment owner.

## **The Legal Division Will:**

- A. Provide the field division with the criteria required to pursue the removal of encroachments.
- B. Take the necessary legal action to effect the removal of the encroachments when requested to do so by the field division.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                    |                                                                                            |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>    D-202-1-(1)    </u>                    | PAGE NO. <u>    1 of 4    </u>                                                             |
| SUBJECT: <u>UTILITY REGULATIONS &amp;</u><br><u>REARRANGEMENTS</u> | DATE ISSUED <u>    01-15-88    </u>                                                        |
| REFERENCE POLICY DIRECTIVE NO. <u>    D-202-1    </u>              | DATE EFFECTIVE <u>    01-15-88    </u>                                                     |
| DATED <u>    04-28-83    </u>                                      | REPLACED NO. <u>    D-202-1-(1)    </u>                                                    |
|                                                                    | DATE <u>    04-28-83    </u>                                                               |
|                                                                    | ISSUED BY <u>    Asst. Dir. - Land Acquisition    </u><br><u>    s/s Gayland Adams    </u> |

1. The Utilities Branch of the Right-of-Way Division will notify involved utility companies that the State Transportation Commission has completed a survey at a particular location. The companies will be advised that the information is preliminary and is being submitted in order that they may take the Department's plans into consideration when planning future improvement or expansion of their facilities. Confirmation of ownership and location of existing facilities will be requested from each company.
2. When highway plans are determined usable to begin the planning of utility relocations, the Utilities Branch will furnish appropriate sheets to all companies that might be involved with the planned highway construction. The division engineer's office will be furnished two complete sets of plans concurrently. At this time the Division Engineer will assign a resident engineer to the project to assume the responsibility for staking, measurements or other assistance required, and subsequent inspection and supervision of the physical rearrangement of all utility facilities.
3. It will be the responsibility of the division and resident engineers to establish and maintain a complete file for each utility company requiring a relocation. The Utilities Branch will be responsible for furnishing the division and resident engineers with copies of all documents pertinent to the utility locations.
4. Before final plans for any utility relocation are developed, the Utilities Branch will schedule a field meeting with each company. Representatives of the division and/or resident engineers' offices will be required to attend along with the representative from the Central Office. The Federal Highway Administration and/or Corps of Engineers will be invited to attend, if appropriate. The meeting will be scheduled with all parties concerned, well in advance, in order to provide ample time for study of the plans before the meeting.
5. The objective of the field meeting will be to make final agreements pertaining to the relocation or rearrangement of all facilities. The Utilities Branch will coordinate the meeting and make a complete written report of the various agreements reached. Copies of the report will be forwarded to all parties concerned. The agreements reached at the field meeting and the subsequent preparation of the relocation proposal will be in accordance with the Oklahoma Department of Transportation Utilities Manual and the AASHTO Policies, and Federal Highway Administration and/or Corps of Engineers regulations, where applicable.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                    |                                                                                            |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>    D-202-1-(1)    </u>                    | PAGE NO. <u>    2 of 4    </u>                                                             |
| SUBJECT: <u>UTILITY REGULATIONS &amp;</u><br><u>REARRANGEMENTS</u> | DATE ISSUED <u>    01-15-88    </u>                                                        |
| REFERENCE POLICY DIRECTIVE NO. <u>    D-202-1    </u>              | DATE EFFECTIVE <u>    01-15-88    </u>                                                     |
| DATED <u>    04-28-83    </u>                                      | REPLACED NO. <u>    D-202-1-(1)    </u>                                                    |
|                                                                    | DATE <u>    04-28-83    </u>                                                               |
|                                                                    | ISSUED BY <u>    Asst. Dir. - Land Acquisition    </u><br><u>    s/s Gayland Adams    </u> |

6. After the utility relocation proposal is prepared, it will be forwarded to the resident engineer by the company. It will be the responsibility of the resident and division engineers to review the estimate and drawings and approve the submission, if it conforms with the following requirements:
  - a. The relocation proposal, as planned, does in fact accommodate the proposed highway construction and contains enough information to show that the utility facility will be properly relocated.
  - b. When the resident and division engineers have made their review of the proposal and affixed their signatures, they will transmit the proposal to the Utilities Branch with a cover letter, making a specific statement of its conformity to Paragraph 6a. Further, it is the responsibility of the resident and the division engineers to make appropriate comments in regard to any discrepancies detected in their review.
  
7. When the Utilities Branch receives the proposal, it will be its responsibility to make a review and confirm the following:
  - a. That the relocation, as planned, does in fact accommodate the highway construction.
  - b. That enough information is contained in the proposal to show that the utility facility can be properly relocated as planned.
  - c. That the submission complies with the Oklahoma Department of Transportation Utilities Manual, the AASHTO Policies and Federal Highway Administration and/or Corps of Engineers' regulations, where applicable.
  - d. That the agreement properly reflects the legal or equitable proration of the State's responsibility in the rearrangement.
  - e. That the total cost involved constitutes the least expensive arrangement, keeping the adjusted facility functional, and adheres to sound engineering principles and industry standards.
  - f. That the proposal material is completely assembled and in proper order.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                    |                                                                                                    |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>      D-202-1-(1)      </u>                | PAGE NO. <u>      3 of 4      </u>                                                                 |
| SUBJECT: <u>UTILITY REGULATIONS &amp;</u><br><u>REARRANGEMENTS</u> | DATE ISSUED <u>      01-15-88      </u>                                                            |
| REFERENCE POLICY DIRECTIVE NO. <u>      D-202-1      </u>          | DATE EFFECTIVE <u>      01-15-88      </u>                                                         |
| DATED <u>      04-28-83      </u>                                  | REPLACED NO. <u>      D-202-1-(1)      </u>                                                        |
|                                                                    | DATE <u>      04-28-83      </u>                                                                   |
|                                                                    | ISSUED BY <u>      Asst. Dir. - Land Acquisition      </u><br><u>      s/s Gayland Adams      </u> |

8. The Utilities Branch will transmit the proposal to the Federal Highway Administration and/or Corps of Engineers, when applicable, for their review and approval. The division and resident engineers remarks are to be incorporated into the transmittal letter.
9. After preliminary reviews the Utilities Branch will obtain clarifications and/or the revisions in the material from the companies, if necessary.
10. It will be the responsibility of the Utilities Branch to secure formal approval of the proposal from the proper authority.
11. A work order will be furnished to the company by the Utilities Branch, accompanied by a formally approved copy of the proposal. Copies of the proposal will be transmitted to the responsible offices. The work order letter will authorize the company to begin relocation work in accordance with the approved proposal.
12. It will be the responsibility of the Utilities Branch to furnish the work order, approved proposal, specifications, successful bid, and all other documents pertinent to the relocation, to the resident engineer's office (two each), the division engineer's office (one each), and to make other distribution as necessary. The resident engineer shall make sure each company's relocation file is complete before the physical rearrangement begins.
13. It will be the responsibility of the resident engineer, under the supervision of the division engineer, to accomplish the following:
  - a. Review each relocation file to ascertain proper documents have been received before the relocation work starts.
  - 1 b. To determine amount of utility inspection necessary, make inspector assignments, and familiarize the assigned personnel with the project.
  - c. To complete each day the Inspectors' Report; Daily Construction Diary for Utility Rearrangements, R/W Form No. 307. The completed diary is to be transmitted with the utility company's relocation claim, after the claim is approved by the resident engineer.
  - d. To prepare the Summary of Daily Construction Diary for Utility

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                    |                                                                                            |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>    D-202-1-(1)    </u>                    | PAGE NO. <u>    4 of 4    </u>                                                             |
| SUBJECT: <u>UTILITY REGULATIONS &amp;</u><br><u>REARRANGEMENTS</u> | DATE ISSUED <u>    01-15-88    </u>                                                        |
| REFERENCE POLICY DIRECTIVE NO. <u>    D-202-1    </u>              | DATE EFFECTIVE <u>    01-15-88    </u>                                                     |
| DATED <u>    04-28-83    </u>                                      | REPLACED NO. <u>    D-202-1-(1)    </u>                                                    |
|                                                                    | DATE <u>    04-28-83    </u>                                                               |
|                                                                    | ISSUED BY <u>    Asst. Dir. - Land Acquisition    </u><br><u>    s/s Gayland Adams    </u> |

Rearrangements, R/W Form No. 312. This is also to be submitted with the utility company's claim, after approval.

- e. To maintain liaison with the utility company's representative in a manner consistent with the best interest of the Department of Transportation.
  - f. Inform the Utilities Branch in writing of the beginning and completion date for each rearrangement.
14. It will be the responsibility of the Resident Engineer to coordinate any necessary deviation from the approved proposal in accordance with SECTION VII of the Oklahoma Department of Transportation Utilities Manual.
15. It will be the responsibility of the Division and Resident Engineer to process the utility company's claim in conformance with the following:
- a. That the lengths, sizes, types, classes and quantities shown are representative of those used in the rearrangements or removed from the old facility.
  - b. That the hours of labor and supervision charged are representative of the actual time spent in accomplishing the arrangement.
  - c. That the types and classes of equipment listed were used in accomplishing the rearrangement and that the days or hours charged represent the time the equipment was actually at the job site.
16. When it is determined that the claim is substantially correct, the Resident Engineer and Division Engineer will place their signatures on each copy of the claim without stating a specific amount to be paid to the utility company and forward the claim to the Utilities Branch with appropriate comments. An amount will not be placed on the face of the claim until an audit of the claim has been made.
17. It will be the responsibility of the Utilities Branch to request an audit and process all claims; in accordance with the Oklahoma Department of Transportation's Policies, and the Federal Highway Administration or Corps of Engineer requirements, where applicable, for reimbursement to the utility companies.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-302-1**

SUBJECT **TRAFFIC ENGINEERING**

PAGE NO. **1** of **1**

DATED **1-10-94**

EFFECTIVE DATE  
**01-10-94**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s J.C. Crowley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**D-302-1**

PAGE NO.  
**All**

DATED  
**03-14-83**

## **POLICY**

**THE CHIEF TRAFFIC ENGINEER IS RESPONSIBLE FOR THE ESTABLISHMENT OF ALL TRAFFIC ENGINEERING POLICIES IN THE DEPARTMENT. TRAFFIC OPERATIONS AND FUNCTIONS ARE THE RESPONSIBILITY OF THE TRANSPORTATION DIVISION ENGINEERS IN THEIR RESPECTIVE DIVISIONS.**

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                |                              |                                                 |       |
|------------------------------------------------|------------------------------|-------------------------------------------------|-------|
| <b>POLICY DIRECTIVE</b>                        |                              | <b>NO. D-303-1</b>                              |       |
| SUBJECT <b>MINIMUM CLEARANCE WARNING SIGNS</b> |                              | PAGE NO. <b>1 of 1</b><br>DATED <b>06-27-83</b> |       |
| EFFECTIVE DATE<br><b>06-27-83</b>              | ISSUED BY<br><b>DIRECTOR</b> | APPROVED<br><b>s/s R.A. Ward</b>                |       |
| POLICY REPLACED                                | POLICY NO.                   | PAGE NO.                                        | DATED |

## POLICY

**MINIMUM CLEARANCE WARNING SIGNS SHALL BE ON ALL OVERHEAD BRIDGE STRUCTURES ON THE STATE HIGHWAY SYSTEM.**

## IMPLEMENTATION (SPECIFIC)

In compliance with the provisions of the Oklahoma Statutes (Title 47, Section 14-114), all overhead bridge structures on the State Highway system shall have minimum clearance posted on both sides of the structure by use of Sign I-II.

Attached is a sketch showing how the clearance is to be measured and a pictorial of Sign I-II. Since this sign is classified as a warning sign in the *Manual on Uniform Traffic Control Devices*, it will have a blank legend on a yellow background on all maintenance replacements and new installations.

In addition, all minimum clearance shall be posted with an advance warning sign bearing the legend LOW CLEARANCE \_\_\_\_ FT. \_\_\_\_ IN. (W12-2) when the clearance is less than 15 feet. The clearance shall be measured from the traveled portion of the roadway to the lowest vertical point of clearance.

Where the vertical clearance is 15 feet or greater to the lowest point of the structure, advance warning signs need not be posted.

## IMPLEMENTATION (Advisory)

Division Engineers are reminded that when a roadway is resurfaced under an overhead structure, new clearance signs shall be posted as soon as possible after the clearance has been changed.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-303-2**

SUBJECT

**“WATCH FOR ICE ON BRIDGE” WARNING SIGNS**

PAGE NO. **1 of 1**

DATED **06-27-83**

EFFECTIVE DATE

**06-27-83**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s R.A. Ward**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

## **POLICY**

**“WATCH FOR ICE ON BRIDGE”  
WARNING SIGNS WILL BE INSTALLED  
WHERE THE NEED IS ANTICIPATED.**

## **IMPLEMENTATION (SPECIFIC)**

Warning signs “WATCH FOR ICE ON BRIDGE” shall be placed in advance of bridge structures on the State Highway System where it is anticipated that the bridge structure may ice over and pose a traffic hazard.

It is the responsibility of each field division to evaluate the bridge structures within their respective area, and where warranted, cause the subject signs to be erected prior to the date that icing conditions are likely to occur, and to ensure that the signs be covered or removed, following the last date of expected icing conditions.

## **IMPLEMENTATION (ADVISORY)**

It is recognized that not all bridge structures are susceptible to icing conditions during inclement weather and therefore signing would not be required at all locations. Each bridge location should be evaluated to determine if warning signs are necessary. It is suggested that bridge structures meeting the following conditions would not be considered for signing.

- Length is less than twenty feet
- The structure has no known history of icing or frosting at any point on the structure.
- The structure has no known history of icing or frosting prior to icing or frosting on the adjacent roadway.
- Surface characteristics are not conducive to skidding when icing and frosting conditions exist.
- At some locations, the installation of the subject signing could interfere with the effectiveness of more critical warning signs (i.e., narrow bridge, low clearance, etc.) and in these situations, it is suggested that the “WATCH FOR ICE ON BRIDGE” signs either not be utilized or take lower priority in location to the more critical signs.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-401-1**

SUBJECT **CONTRACT ADMINISTRATION MANUAL**

PAGE NO. **1 of 1**

DATED **05-12-83**

EFFECTIVE DATE  
**05-12-83**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s R.A. Ward**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

## POLICY

**THE MOST CURRENT CONTRACT ADMINISTRATION MANUAL, INCLUDING REVISIONS, IS INCORPORATED AS PART OF THE OFFICIAL POLICY.**

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-401-2**

SUBJECT **ENGINEER'S ESTIMATE - CONFIDENTIALITY**

PAGE NO. **1 of 2**

DATED **07-01-88**

EFFECTIVE DATE  
**07-01-88**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.  
**D-401-2**

PAGE NO.  
**All**

DATED  
**2-23-87**

## **POLICY**

**ENGINEER'S ESTIMATES ARE  
CONFIDENTIAL INFORMATION.**

Department personnel shall neither reveal to any unauthorized person, nor make any public distribution of the Engineer's Estimates on any projects for which the Department advertises for bids until after the time of award.

### **IMPLEMENTATION (Specific)**

Only authorized Department personnel will be given access to Engineer's Estimates.

Those personnel authorized access to Engineer's Estimates prior to the time of bid opening are:

- Person making the estimate
- That person's division head and that division head's Assistant Director
- Chief Engineer
- Division Manager, Proposals and Contracts Division
- Director
- Division Manager, Programs Division
- Chief of Security, Assistant Chief of Security and the BAMS System Administrator from the Data Processing Division
- Finance Supervisor from the Comptroller Division

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. **D-401-2**

SUBJECT **ENGINEER'S ESTIMATE - CONFIDENTIALITY**

PAGE NO. **2 of 2**

DATED **07-01-88**

EFFECTIVE DATE  
**07-01-88**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.  
**D-401-2**

PAGE NO.  
**All**

DATED  
**2-23-87**

Only one original Engineer's Estimate shall be prepared, and it shall be retained by the Proposals and Contracts Division in a locked file. No copies shall be retained by anyone else in the Department.

Only three (3) copies of the Engineer's Estimate shall be made for PS&E submission to the Federal Highway Administration.

Copies of the final Engineer's Estimates may be made available to other governmental agencies having concurrence or approval authority over the contract. All copies made for this purpose shall be recorded in a log retained in the Proposals and Contracts Division. Those agencies requiring copies shall be informed of this policy directive and be requested to handle these estimates as confidential.

The Local Government Coordinating Division shall notify County Commissioners and City Officials of this policy directive and make every effort to secure their cooperation on Federal Aid Secondary and Federal Aid Urban System Projects which are administered by, and let to contract through, the Department of Transportation.

Current average unit price lists used to prepare Engineer's Estimates shall be considered similarly confidential.

All working documents and supporting computations shall be retained in the appropriate division file under lock and key until after the bids are opened on that project.

Those people working on the preparation of Engineer's Estimates shall take every precaution to maintain the integrity of the estimates and shall not leave unattended, unless under lock and key, any information related to Engineer's Estimates.

Each division head shall notify his personnel of this directive and take every precaution to assure that proper safeguards are taken to prevent compromise of the Engineer's Estimates.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-401-3**

SUBJECT **CONTRACT ADMINISTRATION - NONPAYMENT  
COMPLAINT AND BONDING INFORMATION**

PAGE NO. **1 of 1**  
DATED **05-15-92**

EFFECTIVE DATE  
**05-15-92**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED

POLICY NO.  
**D-401-2**

PAGE NO.  
**All**

DATED  
**2-23-87**

## **POLICY**

**COMPLAINTS OF NONPAYMENT  
AND/OR BONDING INFORMATION  
REQUESTS WILL BE FORWARDED TO  
THE ODOT CONSTRUCTION  
ENGINEER FOR RESPONSE.**

## **IMPLEMENTATION (SPECIFIC)**

The central location for receiving and responding to complaints of nonpayment to suppliers, subcontractors, owners of borrow pits, etc., and requests for the name of the bonding company or a copy of the bond, are the responsibility of the ODOT Construction Engineer's office.

Any complaint of nonpayment, or a request for bonding information, must be submitted in writing and identify the complainant.

The Construction Engineer will issue the response with transmitted copies to the Comptroller, General Counsel, Chief Engineer, Office Engineer, Assistant Director-Operations, Field Division and the Residency.

The Construction Division will maintain a log of such requests for a period of one (1) year after final payment is made.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-402-1**

SUBJECT **CONSTRUCTION SPECIFICATIONS**

PAGE NO. **1 of 1**

DATED **05-12-83**

EFFECTIVE DATE  
**05-12-83**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s R.A. Ward**

POLICY REPLACED

POLICY NO.

PAGE NO.  
**All**

DATED  
**X**

## **POLICY**

**THE MOST CURRENTLY PUBLISHED STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, AND SUPPLEMENTS THERETO, ADOPTED BY THE TRANSPORTATION COMMISSION, ARE INCORPORATED AS PART OF THE OFFICIAL DEPARTMENT POLICY.**

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-402-2**

SUBJECT **WRITING, REVIEWING AND APPROVING  
SPECIFICATIONS, SPECIAL PROVISIONS AND PLAN  
NOTES**

PAGE NO. **1 of 2**  
DATED **07-06-83**

EFFECTIVE DATE  
**07-06-83**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s R.A. Ward**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

## **POLICY**

**SPECIFICATIONS, PLANS, SPECIAL PROVISIONS AND SUPPLEMENTAL SPECIFICATIONS ARE ESSENTIAL PARTS OF A HIGHWAY CONTRACT. THE ESTABLISHED ORDER OF AUTHORITY IS THAT: THE SUPPLEMENTAL SPECIFICATIONS WILL GOVERN OVER SPECIFICATIONS; THAT PLANS WILL GOVERN OVER SUPPLEMENTAL SPECIFICATIONS; THAT SPECIAL PROVISIONS WILL GOVERN OVER PLANS.**

## **FUNCTIONS:**

It is the function of the plans and working drawings to show location, dimensions, scope, configuration and detail of the required work. Plan Notes are intended to fortify and clarify, where needed, those details.

It is the function of a Specification to define explicitly each item which the contractor agrees to construct or supply for a stated price. It should define the minimum requirements of quality of material and workmanship, prescribe tests by which these shall be established and describe methods of measurement and payment.

It is the function of Special Provisions to modify, restrict, or add to the Specifications where necessary to meet the unique requirements of a particular project. They should cite the section of Specifications being revised, amended or deleted. It is the function of the Supplemental Specifications to amend, revise or add to the Standard Specifications that are adopted subsequent to the issuance of the printed book.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE

NO. D-402-2

SUBJECT **WRITING, REVIEWING AND APPROVING  
SPECIFICATIONS, SPECIAL PROVISIONS AND PLAN  
NOTES**

PAGE NO. 2 of 2  
DATED 07-06-83

EFFECTIVE DATE  
**07-06-83**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s R.A. Ward**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

## IMPLEMENTATION (SPECIFIC)

The following procedures for writing, reviewing and approving these documents will be used:

- Specifications, Plan Notes, Special Provisions and Supplemental Specifications shall be written in accordance with Administrative Order D-402-2-(1). The format of Special Provisions is detailed in Administrative Order D-402-2-(2).
- The preliminary draft of the proposed change in Specifications, Plan Notes or Special Provision shall originate in the Section or Division of the Department having primary interest or jurisdiction. The preliminary draft shall be submitted to the Specifications Engineer for review well in advance of time of intended use. If warranted, he will revise it as to format, clarity, accuracy and compatibility with existing Specifications. **It is the intent that only those General Plan Notes involving the quality of workmanship or properties of materials be reviewed and approved by the Specifications Engineer.**
- Depending on the comments he receives, the Specifications Engineer will revise and recirculate or approve the document.
- When finalized, the proposal shall be submitted by the Specifications Engineer to the Federal Highway Administration for their concurrence for use on Federal Aid projects.
- All Special Provisions shall be approved by the Specifications Engineer before being included in a proposal. Should time be insufficient to permit complete review, and the Assistant Director for Design so requests, the Specifications Engineer will approve Special Provisions for inclusion in a proposal without the review and comments of other divisions. However, copies will be staffed to appropriate divisions for their comments in order that any revisions deemed necessary be made as soon as possible.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                               |                                              |
|-----------------------------------------------|----------------------------------------------|
| ADMINISTRATIVE ORDER <u>D-402-2-(1)</u>       | PAGE NO. <u>1 of 3</u>                       |
| SUBJECT: <u>GUIDELINES FOR WRITING</u>        | DATE ISSUED <u>07-06-83</u>                  |
| <u>SPECIAL PROVISIONS</u>                     | DATE EFFECTIVE <u>07-06-83</u>               |
| REFERENCE POLICY DIRECTIVE NO. <u>D-402-2</u> | REPLACED NO. _____                           |
| DATED <u>07-06-83</u>                         | DATE _____                                   |
|                                               | ISSUED BY <u>Asst. Dir. - Contract Admin</u> |
|                                               | <u>s/s Bill Hartronft</u>                    |

There is much room for difference of opinion regarding the wording of Specifications and Plan Notes, but there are certain basic principles that are applicable and should be adhered to by those writing them. A practical Specification is one that is designed to insure the highest overall value of the resulting Construction. Consideration should be given to use, cost and aesthetics.

The purpose of a Specification is to define explicitly that which the Contractor agrees to construct or supply. It provides the Contractor with a definite basis for preparing his bid. It informs all representatives of the buyer as to what the Contractor is obligated to do. It describes required procedures; establishes the basis of acceptance of the completed work, including sampling and testing methods; and provides rules for decision on matters referred to the Engineer.

The purpose of the Plan Note is to further define or clarify those details on the Plans for the construction of the project. They should not be used to define quality of workmanship or the properties of the materials.

In conjunction with the contract and the Plans, the Specifications are contract documents. They must be as brief as is consistent with clarity. Repeating the same requirement in different places in the Specifications or Plan Notes or Special Provisions can lead to confusion and possibly establish a basis for a claim by the Contractor. Information given on the Plans should not be included in the Specifications, and information given in the Specifications should not be included in the Plans.

Each article should describe its subject matter unequivocally. If the Specification is silent as to a requirement, the Contractor cannot be expected to meet that requirement without additional payment. It is the writer's responsibility to include the really essential characteristics of the subject matter, along with realistic numerical limits, if such limits are required.

Innocent appearing requirements may affect costs appreciably. Each Specification item should be studied with a view to eliminating non-essential requirements and permitting the use of new materials, methods and equipment. The fact that Contractors have been "living with" a requirement for a number of years does not mean that it is fully enforceable. Any indication that there is real difficulty in meeting Specification requirements should receive immediate attention and possible revision.

It is impossible to foresee every possible contingency so some things must be left to judgement of someone who can properly assess each situation when it arises. The Engineer, because of his experience, background and professional standing, is the one qualified to make the decision as to the action to be taken. However, the Contractor should have some assurance that he will not

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                               |                                              |
|-----------------------------------------------|----------------------------------------------|
| ADMINISTRATIVE ORDER <u>D-402-2-(1)</u>       | PAGE NO. <u>2 of 3</u>                       |
| SUBJECT: <u>GUIDELINES FOR WRITING</u>        | DATE ISSUED <u>07-06-83</u>                  |
| <u>SPECIAL PROVISIONS</u>                     | DATE EFFECTIVE <u>07-06-83</u>               |
| REFERENCE POLICY DIRECTIVE NO. <u>D-402-2</u> | REPLACED NO. _____                           |
| DATED <u>07-06-83</u>                         | DATE _____                                   |
|                                               | ISSUED BY <u>Asst. Dir. - Contract Admin</u> |
|                                               | <u>s/s Bill Hartronft</u>                    |

be penalized because of whims or personality conflicts. The phrase "as directed by the Engineer" should be rephrased "in a manner approved by the Engineer." This may allow the Contractor a choice of methods to be used, rather than having to second-guess the situation and add a contingency item to his bid.

The principal legal requirement for a Specification is that each statement be incapable of misinterpretation, and meaning one thing and that one thing only. All requirements should be clearly stated in words familiar to the Contractor and the Engineer. Legal phraseology, if necessary at all, should be confined to the contract and will be interpreted by the lawyers.

In addition to being technically competent, accurate and complete, Specifications must be written as clearly and concisely as possible. High-sounding words and phrases and pseudo-legal terms should never be used. When there is a choice between a long and a short word that both mean the same thing, the shorter word should always be used. Confusion often is caused by the use of different words which are intended to have the same meaning. For instance, the words "embankment" and "fill" usually are considered to have the same meaning, and only one of these should be used in a Specification.

Another word that may have a vague meaning is "any." This word is sometimes used where "all" or "every" should be better. When reference is made to a responsibility of the Contractor or to a requirement of a material, the word "shall" should be used. The word "will" is preferred where something is to be done by the engineer. Similarly, "amount" is preferred when referring to money, but "quantity" when referring to materials or items of construction.

In order to avoid the "telegraphic" style, "the" should be used in any place where it would appear in normal writing. A capital letter should be used at the beginning of title words such as: Contractor, Engineer, Plans, Section, Special Provisions, Specifications, Table and Type (of material).

It is often necessary to use a fairly long sentence in order to express an idea properly. However, the sentence should be as short as possible, but its meaning must be clear. A long sentence is usually the result of trying to include too many details with the principal statement.

Specification writers must follow the rules of good composition. The subject must be organized in an orderly fashion with due consideration to the correct usage of words, the principles of good grammar and proper punctuation.

In summary, ambiguity and verbosity should be avoided. Give all the facts necessary and avoid repetition. Specify in the positive form and direct rather than suggest. Use short, clear, concise

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                               |                                              |
|-----------------------------------------------|----------------------------------------------|
| ADMINISTRATIVE ORDER <u>D-402-2-(1)</u>       | PAGE NO. <u>3 of 3</u>                       |
| SUBJECT: <u>GUIDELINES FOR WRITING</u>        | DATE ISSUED <u>07-06-83</u>                  |
| SPECIAL PROVISIONS _____                      | DATE EFFECTIVE <u>07-06-83</u>               |
| REFERENCE POLICY DIRECTIVE NO. <u>D-402-2</u> | REPLACED NO. _____                           |
| DATED <u>07-06-83</u>                         | DATE _____                                   |
|                                               | ISSUED BY <u>Asst. Dir. - Contract Admin</u> |
|                                               | <u>s/s Bill Hartronft</u>                    |

sentences. Do not specify both methods and results. Do not specify requirements in conflict and do not justify a requirement. A good Specification or Plan Note should leave no doubt of the intentions of the parties concerned and should leave nothing to be taken for granted.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                                |                                                                                            |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| ADMINISTRATIVE ORDER <u>    D-402-2-(2)    </u>                | PAGE NO. <u>    1 of 2    </u>                                                             |
| SUBJECT: <u>SAMPLE FORMAT FOR SPECIAL</u><br><u>PROVISIONS</u> | DATE ISSUED <u>    07-06-83    </u>                                                        |
| REFERENCE POLICY DIRECTIVE NO. <u>    D-402-2    </u>          | DATE EFFECTIVE <u>    07-06-83    </u>                                                     |
| DATED <u>    07-06-83    </u>                                  | REPLACED NO. <u>                    </u>                                                   |
|                                                                | DATE <u>                    </u>                                                           |
|                                                                | ISSUED BY <u>    Asst. Dir. - Contract Admin.    </u><br><u>    s/s Bill Hartronft    </u> |

**NOTE:** This is a sample; underlined portions will vary with each Special Provision or are instructional in nature.

100-1(a-b)  
8-15-76

## OKLAHOMA DEPARTMENT OF TRANSPORTATION SPECIAL PROVISIONS FOR

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These Special Provisions revise, amend, and where in conflict, supersede applicable Subsections of Section \_\_\_\_\_ of the Standard Specifications for Highway Construction, Edition of 1976.

100.01. DESCRIPTION: (a) General. The purpose of this Subsection is to briefly describe the purpose and intent of the Special Provision. The intent of this particular document is to display the format and describe the various components of a Special Provision and to establish the uniform style to be used.

(b) Heading. 1. The top line in the upper right corner is very important. The first 3 -digit number refers to the Section of the Standard Specifications affected by the Special Provisions. The next number following the dash identifies this particular revision. Revisions are numbered in sequential order from the first Special Provision of a Section. The third grouping is letters enclosed by parenthesis and indicates the number of pages included in the Special Provision. The next line gives the date on which the Special Provision was written and approved in final form by the Specifications Engineer.

2. The title block of the Special Provision is shown in capital letters after skipping two lines below the date line. It may include as the bottom line the project number, if the Special Provision is written specifically for a particular project.

3. After skipping two lines below the title block, the standard revising or amending statement, as written above, is shown. This will be included on all Special Provisions.

(c) The format to this point in the Special Provision will always be as shown above, except for Section 700-Materials.

Hence, with this exception, from this point onward only those Subsections needed will be used.

(d) Inasmuch as Section 700 deals only with materials, each Subsection describing similar materials grouped in the same Section will be consecutively numbered. However, the coded identifying block, the title block and the amending statement will be used as shown





# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-404-1**

SUBJECT **SAMPLING AND TESTING METHODS**

PAGE NO. **1 of 1**

DATED **05-12-83**

EFFECTIVE DATE  
**05-12-83**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s R.A. Ward**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

## POLICY

THE SAMPLING AND TESTING OF MATERIALS WILL BE GOVERNED BY THE APPROPRIATE DESIGNATED METHODS STATED IN THE PARTICULAR SPECIFICATION, SPECIAL PROVISION OR PLAN NOTE FOR THE MATERIAL IN QUESTION.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-404-2**

SUBJECT **SAMPLING GUIDE**

PAGE NO. **1 of 1**

DATED **05-12-83**

EFFECTIVE DATE  
**05-12-83**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s R.A. Ward**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

## **POLICY**

**THE SAMPLING GUIDE AND METHOD OF ACCEPTANCE FOR SMALL QUANTITIES PUBLISHED IN THE CONTRACT ADMINISTRATION MANUAL IS INCORPORATED AS PART OF THE OFFICIAL**

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-404-3**

SUBJECT **NONPAYMENT OF OVERWEIGHT DELIVERIES**

PAGE NO. **1 of 1**

DATED **03-01-02**

EFFECTIVE DATE  
**03-01-02**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Gary M. Ridley**

POLICY REPLACED  
**Yes**

POLICY NO.  
**D-404-3**

PAGE NO.  
**All**

DATED  
**05-30-99**

## **POLICY**

**PAYMENT FOR CERTAIN CONSTRUCTION AND MAINTENANCE MATERIALS, DELIVERED IN VEHICLES AND WHICH ARE FOUND TO BE IN EXCESS OF THE LEGAL WEIGHT LIMITS, SHALL BE LIMITED TO THE MAXIMUM LEGAL WEIGHT OF THE DELIVERY VEHICLE.**

## **IMPLEMENTATION (SPECIFIC)**

Oklahoma Statute Title 47 Section {14-109(d)} states in part, "Except for loads moving under special permits as provided in this title, no department or agency of the state or any county, city or public entity thereof shall pay for any material that exceeds the legal weight limits moving in interstate or intrastate commerce in excess of the legal load limits of this state."

In compliance with this Statute, payment for materials delivered to construction or maintenance projects having a way bill indicating the vehicle to be in excess of the legal weight limit, as configured, which does not possess a special permit for the excess weight, will be limited to the maximum legal weight of the delivery vehicle.

It is not the intent of the Construction Control Directive No. 020213 or section 105.13 of the Standard Specifications to require scale tickets on items that are not paid for by weight or volume based on weight.

In conjunction with routine and normal inspection of projects, construction or maintenance personnel may make occasional "spot" checks to ensure that incoming loads do not exceed weight limits.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-404-4**

SUBJECT

**NUCLEAR MEASUREMENT GAUGES**

PAGE NO. **1 of 2**

DATED **02-01-04**

EFFECTIVE DATE

**02-01-04**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Gary M. Ridley**

POLICY REPLACED

**Yes**

POLICY NO.

**D-404-3**

PAGE NO.

**All**

DATED

**01-01-93**

## **POLICY**

**THE OPERATION AND CONTROL OF NUCLEAR MEASUREMENT GAUGES SHALL COMPLY WITH THE OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY STANDARDS AND THE OKLAHOMA DEPARTMENT OF TRANSPORTATION DIRECTIVES AND PROCEDURES.**

## **IMPLEMENTATION (SPECIFIC)**

The Oklahoma Department of Transportation Operation and Control Manual - Nuclear Measurement Gauges (current edition), applicable Construction Control Directives, and applicable Federal, State and local regulations are hereby made a part of the official policies of the Department.

## **DUTIES AND RESPONSIBILITIES**

The Construction Division will be responsible for the purchase and issuance of nuclear measurement gauges and the issuance of Construction Control Directives which govern their use. The Construction Division shall have the primary responsibility for communication to the Field Divisions regarding the usage, handling and maintenance of nuclear measurement gauges, and as such, shall have approval authority over correspondence which initiates any change in routine procedures. The Construction Division shall notify the Safety Branch of the Maintenance Division concerning new gauges and/or information regarding existing gauges that are obtained from the manufacturer or any other source.

The Maintenance Division, through the Safety Branch, shall be responsible for the following:

- maintain current license from the OK Department of Environmental Quality
- maintain all DEQ required records
- issue monitoring badges
- maintain and oversee contract for monitoring badges
- update the "Operation and Control Manual - Nuclear Measurement Gauges"

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-404-4**

SUBJECT

**NUCLEAR MEASUREMENT GAUGES**

PAGE NO. **2 of 2**

DATED **02-01-04**

EFFECTIVE DATE

**02-01-04**

ISSUED BY

**DIRECTOR**

APPROVED

**s/s Gary M. Ridley**

POLICY REPLACED

**Yes**

POLICY NO.

**D-404-3**

PAGE NO.

**All**

DATED

**01-01-93**

- maintain a current file listing the location of each gauge, the type and location of each storage facility
- maintain a record of all wipe tests.

It is the responsibility of the Field Division Engineer, the Materials Engineer and the Training Center Branch manager to ensure that all procedures and requirements for the nuclear measurement gauges are met. Delegation may be through the Resident Engineer and/or Branch Manager and properly certified nuclear gauge operators.

Certified operators may perform routine cleaning and lubrication of the gauges in accordance with the manufacturer's recommendations and instructions.

Non-routine maintenance, calibration and repairs may be performed by certified operators specifically authorized by the regulatory agency or by a person specifically authorized by NRC/Agreement State.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-501-1**

SUBJECT **ODOT MAINTENANCE MANUAL**

PAGE NO. **1 of 1**

DATED **10-01-96**

EFFECTIVE DATE  
**10-01-96**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**D-501-1**

PAGE NO.  
**All**

DATED  
**05-06-83**

## **POLICY**

**THE CURRENT OKLAHOMA DEPARTMENT OF TRANSPORTATION MAINTENANCE MANUAL, EDITION 1994, IS HEREBY MADE A PART OF THE OFFICIAL POLICIES OF THE DEPARTMENT.**

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-501-2**

SUBJECT **ODOT WAREHOUSE MANUAL**

PAGE NO. **1 of 1**

DATED **05-06-83**

EFFECTIVE DATE  
**05-06-83**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s R.A. Ward**

POLICY REPLACED  
**Yes**

POLICY NO.  
**D-501-2**

PAGE NO.  
**All**

DATED

## **POLICY**

**THE CURRENT DEPARTMENT OF TRANSPORTATION WAREHOUSE MANUAL, EDITION 1978, IS HEREBY MADE A PART OF THE OFFICIAL POLICIES OF THE DEPARTMENT.**



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-502-1**

SUBJECT **DRIVEWAY REGULATIONS**

PAGE NO. **1 of 1**

DATED **10-01-96**

EFFECTIVE DATE  
**10-01-96**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**D-502-1**

PAGE NO.  
**All**

DATED  
**06-27-83**

## **POLICY**

**THE CURRENT OKLAHOMA DEPARTMENT OF TRANSPORTATION POLICY ON DRIVEWAY REGULATIONS FOR OKLAHOMA HIGHWAYS, EDITION 1996, IS HEREBY MADE A PART OF THE OFFICIAL POLICIES OF THE DEPARTMENT.**

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-503-1**

SUBJECT **ODOT MOWING GUIDE**

PAGE NO. **1 of 1**

DATED **10-01-96**

EFFECTIVE DATE  
**10-01-96**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**D-503-1**

PAGE NO.  
**All**

DATED  
**05-06-83**

## **POLICY**

**THE CURRENT OKLAHOMA DEPARTMENT OF TRANSPORTATION MOWING GUIDE, EDITION JULY 1993, IS HEREBY MADE A PART OF THE OFFICIAL POLICIES OF THE DEPARTMENT.**

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                  |                              |                                     |                         |
|----------------------------------|------------------------------|-------------------------------------|-------------------------|
| <b>POLICY DIRECTIVE</b>          |                              | <b>NO. D-504-1</b>                  |                         |
| <b>SUBJECT HERBICIDE PROGRAM</b> |                              | <b>PAGE NO. 1 of 2</b>              | <b>DATED 8-01-95</b>    |
| <b>EFFECTIVE DATE</b><br>8-01-95 | <b>ISSUED BY</b><br>DIRECTOR | <b>APPROVED</b><br>s/s J.C. Crowley |                         |
| <b>POLICY REPLACED</b><br>Yes    | <b>POLICY NO.</b><br>D-504-1 | <b>PAGE NO.</b><br>All              | <b>DATED</b><br>2-22-94 |

## POLICY

ALL HERBICIDES USED BY THE DEPARTMENT SHALL BE PROPERLY LABELED FOR USE ON PUBLIC RIGHTS-OF-WAY, AND SHALL BE APPLIED BY A CERTIFIED APPLICATOR.

### Definition

The Herbicide Program is a systematic, professionally managed application program designed to control noxious and undesirable vegetation along highway rights-of-way, and enhance the growth of Bermuda and other desirable grasses that result in a safe and aesthetically pleasing roadway, properly protected from the effects of erosion.

### Assignment of Responsibility

The Herbicide Program will be managed under the direction of the Maintenance Division and the Oklahoma State University Extension Service. Each Field Division Engineer will bear the primary responsibility in his/her respective Divisions.

### IMPLEMENTATION (SPECIFICS)

- A. **Certification** - All applicators of herbicides to be applied upon highway rights-of-way will be by the Oklahoma State Department of Agriculture in Category Six (6) and will work under a license secured by O.D.O.T.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                            |                                     |                                                |                                |
|--------------------------------------------|-------------------------------------|------------------------------------------------|--------------------------------|
| <b>POLICY DIRECTIVE</b>                    |                                     | <b>NO. D-504-1</b>                             |                                |
| <b>SUBJECT</b><br><b>HERBICIDE PROGRAM</b> |                                     | <b>PAGE NO. 2 of 2</b><br><b>DATED 8-01-95</b> |                                |
| <b>EFFECTIVE DATE</b><br><b>8-01-95</b>    | <b>ISSUED BY</b><br><b>DIRECTOR</b> | <b>APPROVED</b><br><b>s/s J.C. Crowley</b>     |                                |
| <b>POLICY REPLACED</b><br><b>Yes</b>       | <b>POLICY NO.</b><br><b>D-504-1</b> | <b>PAGE NO.</b><br><b>All</b>                  | <b>DATED</b><br><b>2-22-94</b> |

- B. **Training** - All employees involved with the application of herbicides are to attend yearly continuing education courses that keep them current with new right-of-way management information. The Department of Agriculture requires this yearly training in order to keep certification without retesting. This yearly training is currently being taught by the Oklahoma Cooperative Extension Service.

## APPLICATION (SPECIFICS)

When applying herbicides, the average wind speed shall be less than 16 kph (10 mph). All application rates shall not exceed the maximums as recommended by Oklahoma State University and the manufacturers label or labeling information and shall not exceed 206.84 kpa (30 psi) when making broadcast applications with a solid stream nozzle and shall not exceed 172.375 kpa (25 psi) when making broadcast applications with a fan type nozzle. A drift retardant or drift control agent shall be used with any chemical being applied except when being applied by a small capacity hand pump (1-5 gallon) sprayer. When utilizing a handgun-type application method, follow herbicide label instruction for appropriate application pressures.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

**POLICY DIRECTIVE**

**NO. D-601-1**

SUBJECT **VALUE ENGINEERING**

PAGE NO. **1 of 1**

DATED **10-01-96**

EFFECTIVE DATE  
**10-01-96**

ISSUED BY  
**DIRECTOR**

APPROVED  
**s/s Neal A. McCaleb**

POLICY REPLACED  
**Yes**

POLICY NO.  
**D-601-1**

PAGE NO.  
**All**

DATED  
**04-01-93**

## POLICY

**THROUGH A STRUCTURED VALUE ENGINEERING PROGRAM THE DEPARTMENT WILL SELECTIVELY REVIEW CONTRACT DOCUMENTS AND IN-HOUSE PROCEDURES TO ENSURE MAXIMUM COST EFFECTIVENESS. RESULTING RECOMMENDED CHANGES WILL BE GIVEN FULL AND UNBIASED CONSIDERATION, AND IF DEEMED APPROPRIATE , IMPLEMENTED.**

## DEFINITION

Value Engineering (V.E.) - a systematic application of recognized techniques which identify the function of a product or service, establish a value for that function, and provide the necessary function reliably at the lowest life-cycle cost.

## ASSIGNMENT OF RESPONSIBILITY

The program will be administered by a V. E. Coordinator appointed by the Chief Engineer. The Coordinator will receive general guidance from a V. E. Advisory Committee consisting of the Chief Engineer, Roadway Design Engineer, Bridge Engineer, Construction Engineer, Planning Engineer, Maintenance Engineer, and any other person appointed by the Chief Engineer.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                 |                                       |
|-------------------------------------------------|---------------------------------------|
| ADMINISTRATIVE ORDER <u>      D-601-1-(1)</u>   | PAGE NO. <u>      1 of 5</u>          |
| SUBJECT: <u>  VALUE ENGINEERING  </u>           | DATE ISSUED <u>      10-01-96</u>     |
| REFERENCE POLICY DIRECTIVE NO. <u>  D-601-1</u> | DATE EFFECTIVE <u>      10-01-96</u>  |
| DATED <u>  10-01-96</u>                         | REPLACED NO. <u>      D-601-1-(1)</u> |
|                                                 | DATE <u>      04-01-93</u>            |
|                                                 | ISSUED BY <u>      Chief Engineer</u> |
|                                                 | <u>      s/s Bruce E. Taylor</u>      |

## DOCUMENTS AND PROCEDURES TO BE STUDIED

All contract documents and in-house procedures will be considered candidates for V.E. study. Selection of those to actually be studied will be based on construction cost and life-cycle cost savings. In addition to construction and life-cycle costs, consideration may be given to the degrees of uniqueness of the projects.

## PROJECT SELECTION PROCEDURES

Nominating documents and procedures to be studied is encouraged. While special emphasis will be given to nominations by managers responsible for the documents and procedures, anyone in the Department may do so. All nominations will be made to the V.E. Coordinator who will consult with the appropriate manager and/or the V.E. Advisory Committee before initiating studies. Since the potential for savings is greatest in the early stages of development, priority will be given to projects between concept and final design. However, no project will be excluded from consideration.

## STUDY PROCEDURES

Studies may be accomplished by multiple disciplined teams, by individuals from the Department, or by construction or maintenance contractors.

### Studies by Teams

Membership of teams to study documents or procedures may consist entirely of consultant personnel, entirely of Department personnel, or any combination of the two. Selection of Department personnel to serve on V.E. teams will be based upon the nature of the documents or procedures to be studied and the availability of the employees. The V.E. Coordinator will be responsible for selection of employee team members ***subject to the concurrence of both the employees and the employees' supervisors.***

The studies will be conducted during normal duty hours with compensation to the employee team members limited to their normal salaries. Time for a typical study, including presentation to the appropriate managers, will be 40 hours. Depending upon the size and complexity of the document or procedures, the actual time may be more or

less.  
Value  
Engin  
eering

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                       |                                         |
|-------------------------------------------------------|-----------------------------------------|
| ADMINISTRATIVE ORDER <u>    D-601-1-(1)    </u>       | PAGE NO. <u>    2 of 5    </u>          |
| SUBJECT: <u>VALUE ENGINEERING</u>                     | DATE ISSUED <u>    10-01-96    </u>     |
| REFERENCE POLICY DIRECTIVE NO. <u>    D-601-1    </u> | DATE EFFECTIVE <u>    10-01-96    </u>  |
| DATED <u>    10-01-96    </u>                         | REPLACED NO. <u>    D-601-1-(1)    </u> |
|                                                       | DATE <u>    04-01-93    </u>            |
|                                                       | ISSUED BY <u>    Chief Engineer    </u> |
|                                                       | <u>    s/s Bruce E. Taylor    </u>      |

Change  
Proposals  
(VECPs)  
resulting  
from  
assigned  
team  
studies  
will  
be  
submitted  
as  
directed  
by  
the  
V.E.  
Coordinator.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                     |                                             |
|-----------------------------------------------------|---------------------------------------------|
| ADMINISTRATIVE ORDER <u>      D-601-1-(1)      </u> | PAGE NO. <u>      3 of 5      </u>          |
| SUBJECT: <u>  VALUE ENGINEERING  </u>               | DATE ISSUED <u>      10-01-96      </u>     |
| REFERENCE POLICY DIRECTIVE NO. <u>  D-601-1  </u>   | DATE EFFECTIVE <u>      10-01-96      </u>  |
| DATED <u>  10-01-96  </u>                           | REPLACED NO. <u>      D-601-1-(1)      </u> |
|                                                     | DATE <u>      04-01-93      </u>            |
|                                                     | ISSUED BY <u>      Chief Engineer      </u> |
|                                                     | <u>      s/s Bruce E. Taylor      </u>      |

## **Studies by Individual Employees**

VECPs resulting from non-directed studies by individual employees will be submitted to the V.E. Coordinator using the same format as those by assigned teams.

Should a VECP by an employee be adopted and result in net savings to the Department, the employee may be eligible for incentive awards under the Productivity Enhancement Program (PEP). In this event the V.E. Coordinator will assist in the submittal of forms to the Department PEP committee.

## **Studies by Construction and Maintenance Contractors**

All construction and maintenance contracts will include Special Provision 105-1(a-e)91S, which provides a Cost Reduction Incentive for contractor initiated VECPs which result in net savings to the Department.

Subject to a number of restrictions, the Special Provision provides that the contractor be paid 50 percent of the estimated net savings amount. The vehicle for initiating a VECP by a contractor will be a letter from the contractor to the resident engineer. A suggested (but not required) format for the submittal is included as Appendix A of the Special Provision. The submittal will then be transmitted through Field and Construction Division channels to the V.E. Coordinator. Comments and/or recommendations will be added at each level. Once approved, the VECP will be incorporated into the contract the same as any other Change-in-Plan/Supplemental Agreement.

## **APPROVAL PROCEDURES**

### **Department**

VECPs, regardless of origin, will be approved or disapproved by either the Assistant Director Preconstruction or the Assistant Director Operations, depending upon the areas of responsibilities affected. The V.E. Coordinator will ensure proper coordination and documentation prior to submittal to the Assistant Director Preconstruction or the Assistant Director Operations.

### **Federal Highway Administration (FHWA)**

The V.E. Coordinator will provide the FHWA division office with a copy of any V.E. study completed on a Federal Aid Project as soon as possible after the completion of the study.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                           |                                             |
|-----------------------------------------------------------|---------------------------------------------|
| ADMINISTRATIVE ORDER <u>      D-601-1-(1)      </u>       | PAGE NO. <u>      4 of 5      </u>          |
| SUBJECT: <u>VALUE ENGINEERING</u>                         | DATE ISSUED <u>      10-01-96      </u>     |
| REFERENCE POLICY DIRECTIVE NO. <u>      D-601-1      </u> | DATE EFFECTIVE <u>      10-01-96      </u>  |
| DATED <u>      10-01-96      </u>                         | REPLACED NO. <u>      D-601-1-(1)      </u> |
|                                                           | DATE <u>      04-01-93      </u>            |
|                                                           | ISSUED BY <u>      Chief Engineer      </u> |
|                                                           | <u>      s/s Bruce E. Taylor      </u>      |

Changes in projects resulting from studies completed prior to award will be incorporated into the contract documents prior to submission to the FHWA. changes in projects resulting in studies completed after contract award will be included in Change-in-Plans/Supplemental Agreements and submitted to FHWA in the normal manner.

## TRAINING

### Department Employees

The V.E. Coordinator, after consultation with the V.E. Advisory Committee, will schedule V.E. workshops for Department employees twice a year until the number of trained personnel is adequate to sustain a viable program. After that, training will be scheduled on an "as needed" basis. All arrangements for employee V.E. training, including contracting for instructors, will continue to be accomplished by the Training and Recruitment Division.

### Contractor Personnel

Resident Engineers will cover the provisions of Special Provision 105-1(a-e)91S at all pre-work conferences.

The contractors will be encouraged to present VECPs and promised timely approval or disapproval. Everyone in the approval chain will be held accountable to ensure that this is accomplished.

In addition to the above, the Association of Oklahoma General Contractors (AGC) and other construction trade organizations will be offered Department participation in mini-workshops, or V.E. for contractors. Initial contract with the trade organizations will be by the Assistant Director Operations or his designated representative. Preparation for the Department's portion of the workshop will be the V.E. Coordinator's responsibility.

## FUNDING

Since the purpose of V.E. is to save money, its net impact should be a reduction in total fund requirements (unless the savings are expended on additional projects). Nevertheless, interim measures will be required to identify funds to finance V.E. activities. Ultimately a system will be devised to correlate V.E. fund needs with the projects benefiting from the resulting savings. Until then, the following procedures will be used.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

|                                                           |                                             |
|-----------------------------------------------------------|---------------------------------------------|
| ADMINISTRATIVE ORDER <u>      D-601-1-(1)      </u>       | PAGE NO. <u>      5 of 5      </u>          |
| SUBJECT: <u>VALUE ENGINEERING</u>                         | DATE ISSUED <u>      10-01-96      </u>     |
| REFERENCE POLICY DIRECTIVE NO. <u>      D-601-1      </u> | DATE EFFECTIVE <u>      10-01-96      </u>  |
| DATED <u>      10-01-96      </u>                         | REPLACED NO. <u>      D-601-1-(1)      </u> |
|                                                           | DATE <u>      04-01-93      </u>            |
|                                                           | ISSUED BY <u>      Chief Engineer      </u> |
|                                                           | <u>      s/s Bruce E. Taylor      </u>      |

## **Funds for Training and Seminars**

Funds for providing instructors, classroom facilities, registration, etc., will be provided from the Department Training budget. Funds for student salaries, travel, per diem, etc., will be provided by the student's organization. These procedures are no different than those for any other training.

## **Funds for Team V.E. Studies**

Studies of projects or procedures by V.E. teams will be totally financed by funds from work orders established by the V.E. Coordinator. This includes travel and per diem, but not team members' salaries. Work by consultants hired to assist in the studies or their reviews will also be charged to the work order.

Funds provided by FHWA for Preliminary Engineering on Federal-Aid Projects may be used for V.E. studies. The work orders will reflect the source of the funding.

## **Funds for Review and Processing of VECPs**

Until more detailed procedures are developed, review and processing of VECPs by Department employees and professional consultants will be charged to overhead.

## **REPORTING**

### **Department**

In order to obtain maximum benefits and to prevent duplicate awards for adopted VECPs, the V.E. Coordinator will distribute copies to appropriate division managers and engineers.

Status reports on the V.E. program as a whole, and on specific studies, will be submitted on an "as needed" basis.

### **Federal Highway Administration (FHWA)**

The V.E. Coordinator will annually prepare for the submittal to the FHWA Division Office, the V.E. status report required in Volume 6, Chapter 1, Section 1, Subsection 9, Attachments 1, 2, and 3 of the Federal-Aid Highway Program Manual.



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## TEMPORARY POLICY

TP-01

|                 |            |                                                              |  |                        |       |
|-----------------|------------|--------------------------------------------------------------|--|------------------------|-------|
| SUBJECT         |            | <b>HIGHWAY FENCING POLICY FOR CONTROLLED ACCESS HIGHWAYS</b> |  | PAGE NO. <b>1 of 3</b> |       |
|                 |            |                                                              |  | DATED <b>09-30-85</b>  |       |
| EFFECTIVE DATE  |            | ISSUED BY                                                    |  | APPROVED               |       |
| <b>09-30-85</b> |            | <b>DIRECTOR</b>                                              |  | <b>V. O. Bradley</b>   |       |
| POLICY REPLACED | POLICY NO. |                                                              |  | PAGE NO.               | DATED |

## TEMPORARY POLICY

### A. Policy and Purpose of Fences

1. Policy - The location and style of state Highway fences described herein, shall be as shown in the Standard Plans and Specifications, except in special situations, so as to delineate the right-of-way and/or the control of access line.

The Department will initiate an ongoing policy to review fence locations along the interstate and freeway system where control of access of partial control of access has been purchased and reestablish any fence that does not meet the criteria contained in this policy as funds will allow.

All requests for removal and replacement of fencing shall be reviewed by the Design, Right-of-Way and Maintenance Divisions prior to review by the Chief Engineer. Requests shall be by letter with attached plans and details.

2. Purpose of Fences
  - a. Fences on freeways and expressways are state owned facilities placed within the right-of-way. The primary reasons for erecting fences along highways are to delineate the right-of-way and/or the control of access line. Fences are also a positive barrier to prevent the hazardous and unauthorized intrusion of vehicles, machinery, people and animals onto the controlled access highway. Likewise, they prevent vehicles from leaving the highway at unauthorized locations.
  - b. Fences on other highways are privately owned fences along the right-of-way line which primarily serve the abutting property owner's needs.
3. Approval Authority - The Chief Engineer has the authority and responsibility for approval of fence type and location within the policies stated herein. Exceptions not provided for require approval of the Director.

### B. Fences on Freeways and Expressways

1. Policy - Fences are to be provided on freeways and expressways to control access (except as otherwise provided under Paragraph (3) e. Freeway fencing should extend to the limit of the legal access control on local streets at ramp termini.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## TEMPORARY POLICY

TP-01

SUBJECT

**HIGHWAY FENCING POLICY FOR CONTROLLED  
ACCESS HIGHWAYS**

PAGE NO. **2 of 3**

DATED **09-30-85**

EFFECTIVE DATE

**09-30-85**

ISSUED BY

**DIRECTOR**

APPROVED

**V. O. Bradley**

POLICY REPLACED

POLICY NO.

PAGE NO.

DATED

## 2. Standard Fence Types

- a. Chain Link Fencing - Type II chain link style fence shall be used along the right-of-way in areas where frontage roads are not provided and between the frontage road and the mainline in other areas.
- b. Rural Expressways and Freeways - Fences shall normally be woven wire style on either wood or metal posts. Chain link style may be used at locations where pedestrian traffic becomes a safety consideration.

## 3. Exceptions to Standard Fence Types - Exceptions which may be approved by the Chief Engineer:

- a. If walls or fences equal to or better than the standard fence in durability, maintenance requirements, dimensions and ability to perform the primary function of access control exist along the right-of-way line, the standard fence may be omitted or removed. To avoid a gap in the access control, standard fences should be securely joined to the existing fence or wall at its terminals, if the access control line extends beyond these points.
- b. Fences of special design may be installed where needed for wild animal control.
- c. While standard fences are generally equal to or better than those normally constructed by property owners for the control of animals, construction of a different type of fence for this purpose may be appropriate in special cases. The property owner shall be required to pay any extra cost incurred, unless the more costly fence is intended to:
  - (1) Match that by which the balance of the property is enclosed
  - (2) Benefit the public
- d. In special cases, where improvements are scattered, the area is aesthetically sensitive, and a lower fence would be in keeping with the height of adjacent property fence, a 4' high chain link fence may be substituted for 6' high chain link along the right of way in locations where 6' high chain link would otherwise be used.
- e. Fencing may be omitted in remote areas where access control appears unnecessary.
- f. In special cases, nonstandard fencing may be considered at freeway ramp

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## TEMPORARY POLICY

TP-01

|                 |            |                                                              |  |                        |       |
|-----------------|------------|--------------------------------------------------------------|--|------------------------|-------|
| SUBJECT         |            | <b>HIGHWAY FENCING POLICY FOR CONTROLLED ACCESS HIGHWAYS</b> |  | PAGE NO. <b>3 of 3</b> |       |
|                 |            |                                                              |  | DATED <b>09-30-85</b>  |       |
| EFFECTIVE DATE  |            | ISSUED BY                                                    |  | APPROVED               |       |
| <b>09-30-85</b> |            | <b>DIRECTOR</b>                                              |  | <b>V. O. Bradley</b>   |       |
| POLICY REPLACED | POLICY NO. |                                                              |  | PAGE NO.               | DATED |

terminals on local streets when the adjacent property either is, or is proposed to be, developed in such a way that the owner feels that standard fencing is aesthetically objectionable. If it is concluded that the objection is valid, a more compatible facility may be substituted, subject to the following controls:

- (1) Preference shall be given to retaining the standard fence along the ramp to the end of the curb return or beginning of the taper on the local road. Where this is not reasonable, there may be substituted a fence or wall of equal or better durability and utility that is at least 4 feet high relative to the grade of freeway right-of-way line. Walls, ornamental iron fences with closely spaced members, or chain link fences are examples of acceptable possibilities.
  - (2) Along the local road, beyond the end of the curb return or the beginning of the taper, a facility of somewhat lower standards may be employed, if considered appropriate. The minimum allowable height is 2-1/2 feet above the grade at the edge of the right-of-way. In addition to the fence types suitable for use along the ramp, split rail fences, brick walls, wooden picket fences and permanent planter boxes are examples of possibilities. The intent is to delineate the access control line and discourage access violations in an effective manner.
  - (3) Generally all costs for the removal of the existing freeway fence and the installation and future maintenance of a nonstandard fence are to be property owner's responsibility under the terms of the encroachment permit authorizing the substitution. On new construction, the property owner is to assume similar costs and responsibilities subject to a credit for the value of a standard fence.
4. Location of Fences - Normally, fences on freeways shall be placed adjacent to but on the freeway side of the right of way line.

Fences in the urban areas normally shall be placed between the main line and the frontage road so that the area outside of the fence may be relinquished to the local unit of government. No right of way fence shall be allowed within the 30' clear zone.