POLICY DEVELOPMENT AND ISSUANCE

POLICY STATEMENT:

The Ohio Department of Transportation (ODOT) shall utilize a uniform system for developing, adopting, implementing departmental policies. This system shall be used for all such documents and shall give consideration, to the extent practicable, to the input of all affected parties.

All Division Deputy Directors are responsible for the development of draft policies which effectively communicate to the workforce the standards under which they should operate.

Policies shall provide clear and concise statements of what is to be achieved. They should, to the extent possible, exclude the “how to” procedure to achieve the desired results. Any items included in applicable laws or contained in Policies of the Governor or other State agencies shall be included in the ODOT policy statements when there is not an option for compliance. If the law or other State Agency policy is voluminous, a reference and a brief synopsis will suffice.

The goal in policy creation to clearly define those parameters and laws in which Department managers and employees are to operate. In establishment of mandatory policies, it is important to clearly define the expectations as well as provide flexibility to encourage development of efficient processes. Policies will generally state the desired outcomes while minimizing, where applicable, the manner in which the outcomes are achieved.

Policies shall be adopted by Executive Management and signed only by the Director. The standard format for the establishment and issuance of policies are outlined in Standard Procedure 122-001(SP). At a minimum, policies shall be issued in draft form and circulated at least once to the ODOT Executive team. A reasonable time shall be allotted to provide input.

It is ODOT policy to obtain stakeholder input and consultation prior to finalizing any policies.

Any deviations from ODOT official policy must be approved by the Director or the applicable Assistant Director.

Policies issued by the Director shall be in a document that is separate from any implementing standards. Central Office Assistant Directors and Divisions have authority to issue standard procedures for carrying out ODOT policies.
AUTHORITY:

Sections 5501.02, 5501.03 and 5501.31, Ohio Revised Code (ORC)

REFERENCES:

This Policy supersedes Policy 123-001(P) dated September 9, 1997.

SCOPE:

All Districts, Divisions and Offices of the Ohio Department of Transportation.

BACKGROUND AND PURPOSE:

Sections 5501.03 and 5501.31, ORC, confer upon the department and director the power and duty for supervision of all roads comprising the state highway system. Additional duties were assigned to the department and director for all other modes of transportation when the Department of Transportation was created. Inherent in these powers and duties is the need to adopt policies and standard procedures related to the conduct of business operations. Policies and standard procedures ensure statewide consistency and uniformity in implementing departmental programs and are the basis for establishing accountability within the department.

The role of Central Office is to establish departmental policies and standard procedures and monitor the implementation of such in order to ensure uniform compliance and performance by the District and Central Office units. The method of monitoring shall be the use of Quality Assessment Reviews (QAR’s) INTERIM POLICIES:

Interim policies place a policy into effect immediately when there is insufficient time for the normal review and adoption process. An Interim Policy is effective no more than six months unless extensions are granted by the Director.

The method and format to be used for the adoption of Policies and Standard Procedures will be issued in a separate communication under Standard Procedure No. 122-001(SP).

DIVISION AND DISTRICT POLICIES:

Division and District policies cannot vary nor conflict with formally adopted policies. Division or District policies are internal office instructions that impact the operations of only one
Office, District, Central Office or one Deputy Director. A Division or District Policy cannot directly impact another District or Division.

Divisions or District only policies shall not conflict with any ODOT policies unless specifically approved by the Director.

**FISCAL IMPACT:**

This policy is instructional only and does not have a fiscal impact.