POLICY ON CHANGES TO THE STATE HIGHWAY SYSTEM
AND USE OF THE DIRECTOR’S JOURNAL ENTRY

POLICY STATEMENT:

The Ohio Department of Transportation shall utilize a uniform system for developing, processing, and recording changes to the State Highway System through the use of an entry in the Director’s Journal (JE). The goal is to clearly define those laws and procedures under which employees of the Department shall operate when planning or documenting changes to the State Highway System.

AUTHORITY:

Ohio Revised Code, Sections 5501.45, 5511.01, 5511.02, 5511.07, 5523.02, 5529.01, 5535.07, and 5553.041.

REFERENCES:

ODOT Project Development Process Manual
Real Estate Manual, Section 7400 - Property Disposal
Real Estate Manual, Section 8100 - Utilities
ODOT Public Involvement Guide

This Policy supersedes Director’s Authorization (dated 10/3/97) and Standard Operating Procedure PH-P-406 (dated 06/04/93).

SCOPE:

The following offices, divisions, and district personnel are covered by this Policy:

Division of Planning, Office of Technical Services
Division of Planning, Office of Local Programs
Division of Planning, Office of Environmental Services
Division of Engineering, Office of Real Estate
All District Offices, Planning & Engineering and Highway Management Administrators
BACKGROUND AND PURPOSE:

Section 5501.31 of the Ohio Revised Code confers upon the Director the general duty to supervise all roads that comprise the State Highway System. The State Highway System consists of all highways designated as State Routes, U.S. Numbered Routes, and Interstate Routes. Chapter 5511 empowers the Director to make changes and additions to the State Highway System. The method used by the Director to record and archive such changes is to make an entry in the Director’s Journal, otherwise known as a Journal Entry (JE). The issuance of a JE is a required procedural step in the Project Development Process (PDP) and is required by the Office of Technical Services before changes are made to the official Roadway Information data files and to the official map of the State of Ohio. When properly issued, a Director’s JE relieves the Department of fiscal and legal responsibility for excess or unneeded highways, as well as associated property and structures. Further, it documents the required coordination between ODOT, local authorities, and the public.

This Policy and an accompanying Standard Procedure will ensure statewide consistency and uniformity in developing, processing, and recording of JE’s.

TRAINING:

All affected Central Office and District employees will need to review the Policy and accompanying Standard Procedure. On-site instruction will be provided by the Office of Technical Services and the Office of Chief Legal Counsel upon request.

FISCAL ANALYSIS:

There should be minimal cost associated with the implementation of this Policy and its accompanying Standard Procedure since it is a clarification of existing requirements. To the extent that there is a backlog of needed Journal Entries, there may be a short-term personnel impact in the District Offices and in the Office of Technical Services.