

**a directory**  
**of** / **colorado state**  
**government**

**colorado legislative council**

June, 1983

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GA44.2/D62/1983/2  
C.2

This directory has been prepared as a service to members of the General Assembly. It is intended to be a quick reference and guide to Colorado State Government.

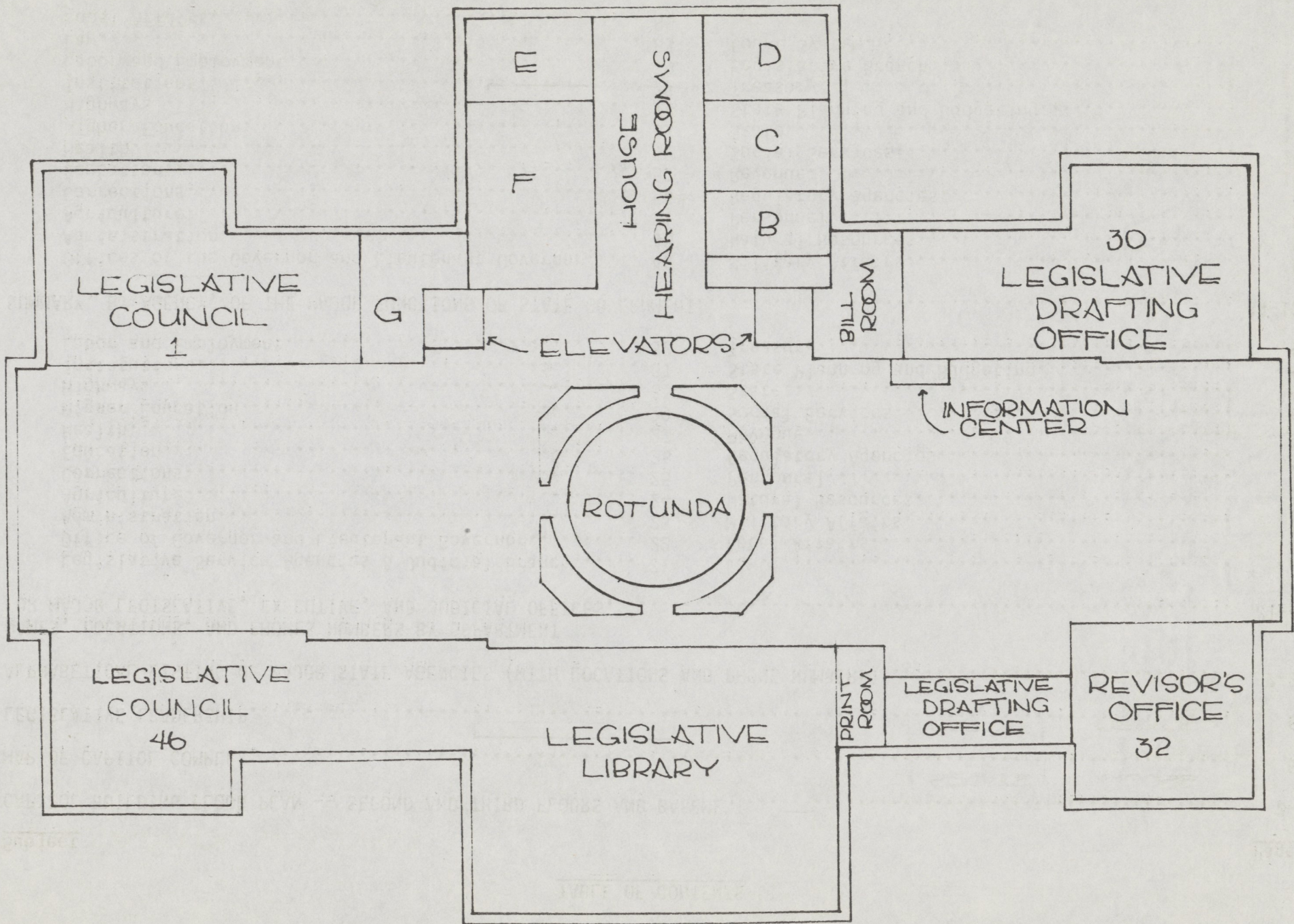
The directory includes a listing of the telephone numbers and locations of legislative offices and the major offices of the executive and judicial branches. In addition, a summary and organization chart has been included of the major functions within each of the twenty executive departments, the court system, and the legislative branch.

The directory layout and text are the work of David Hite, a member of the Legislative Council staff.

Lyle C. Kyle  
Director  
Colorado Legislative Council

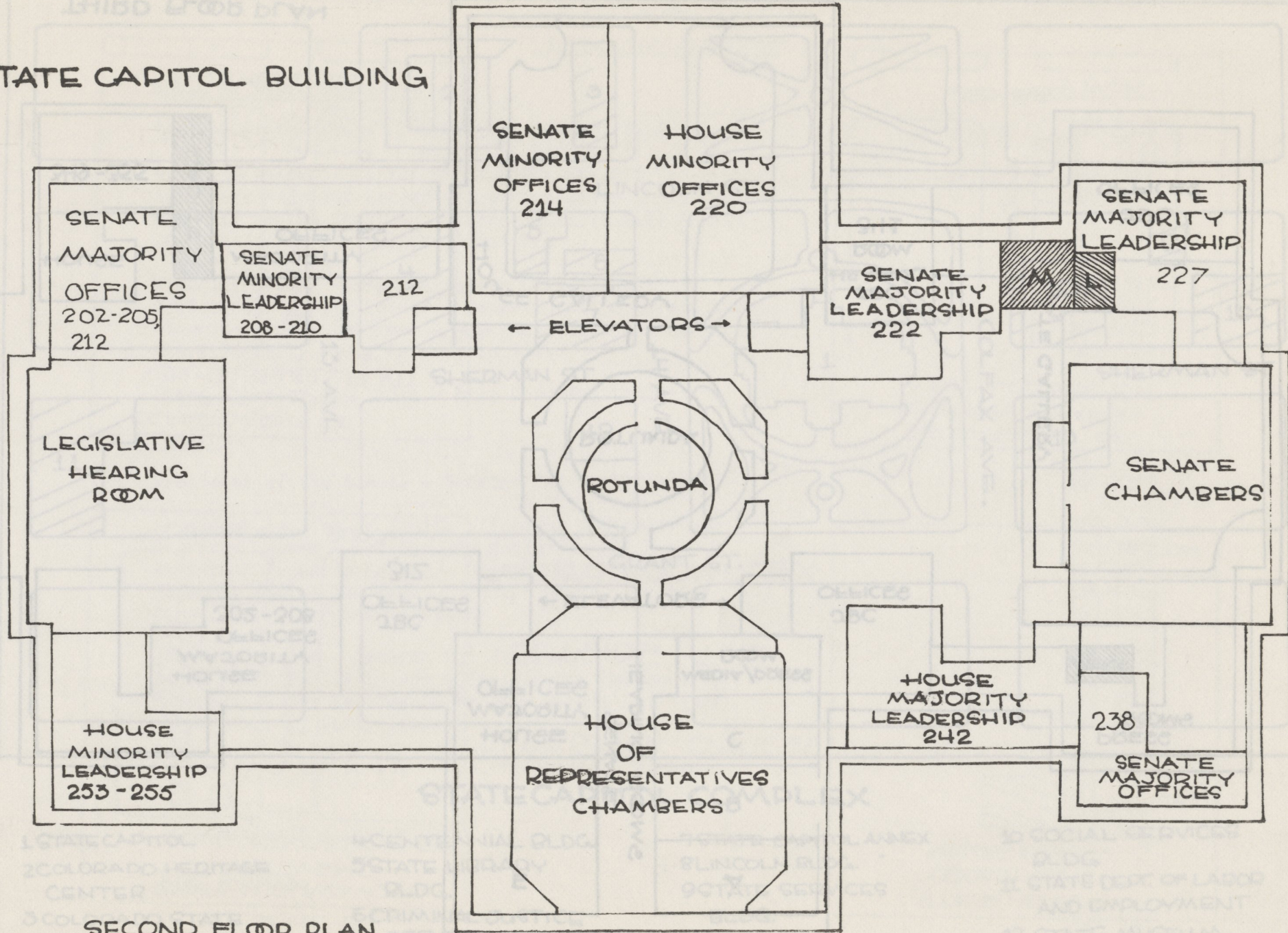
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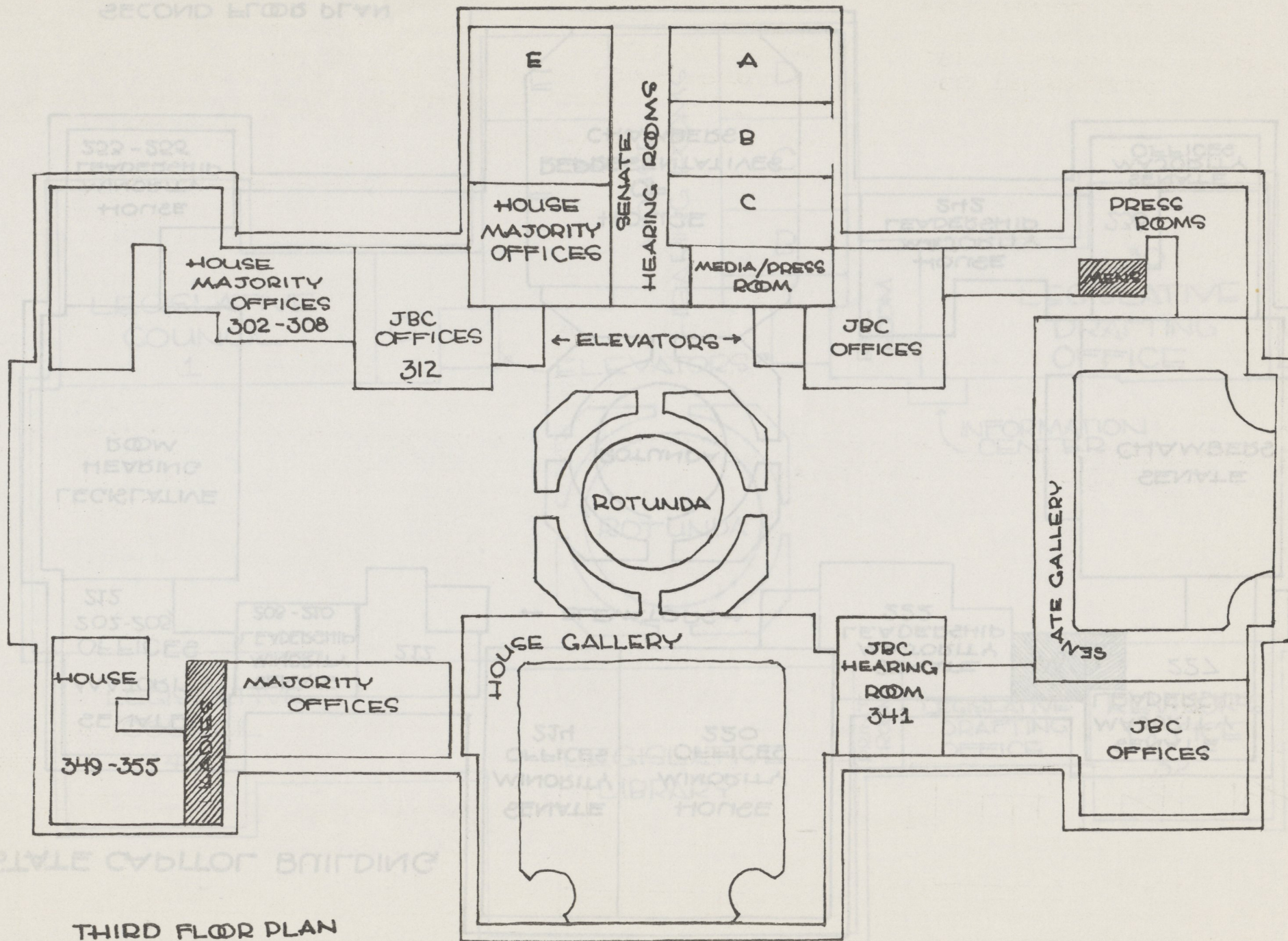


BASEMENT FLOOR PLAN

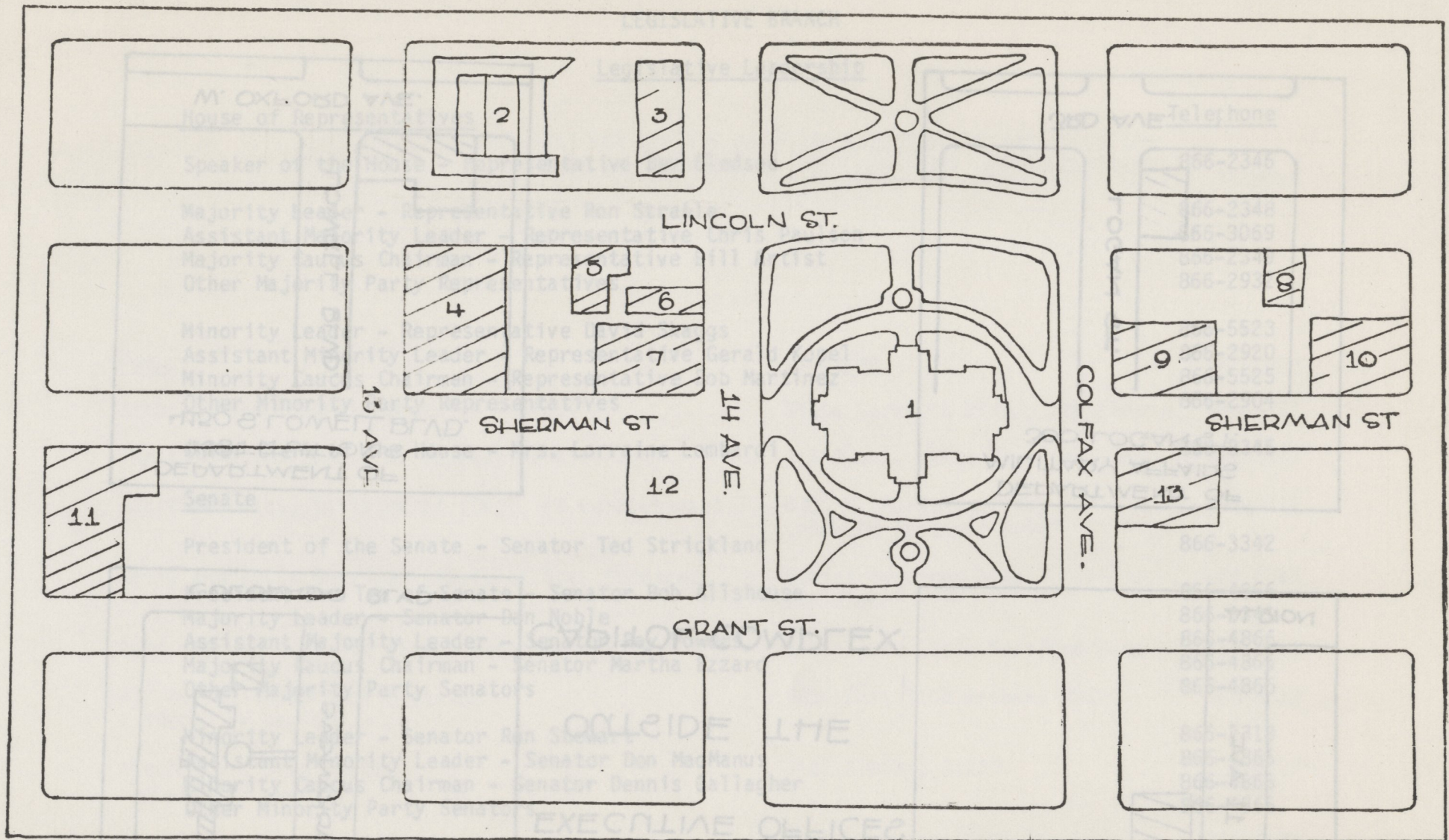
# STATE CAPITOL BUILDING



SECOND FLOOR PLAN

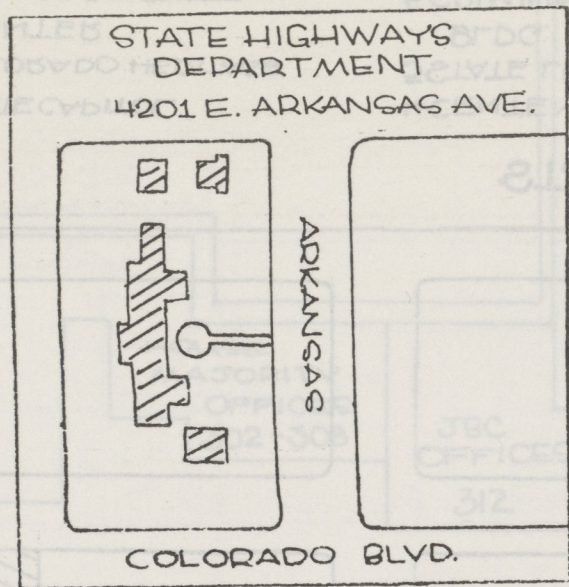


THIRD FLOOR PLAN

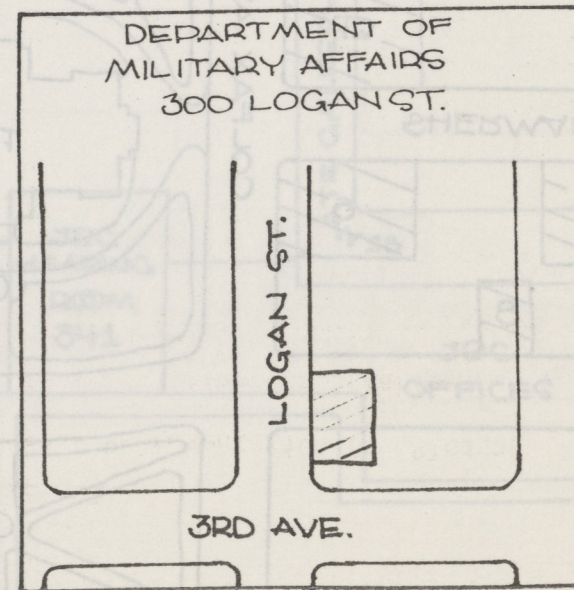
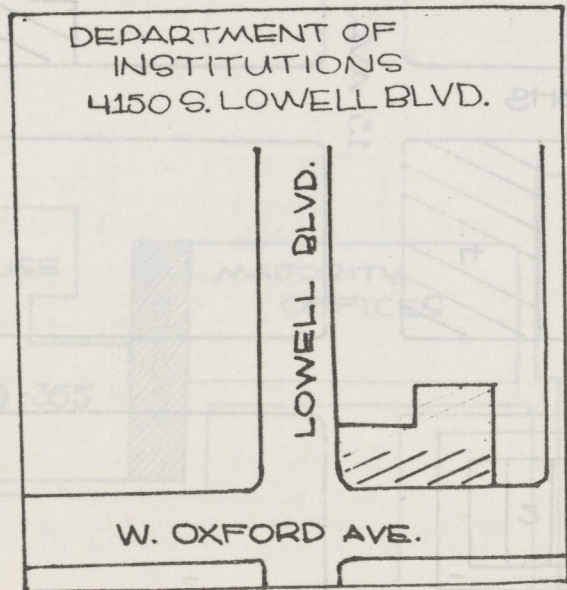
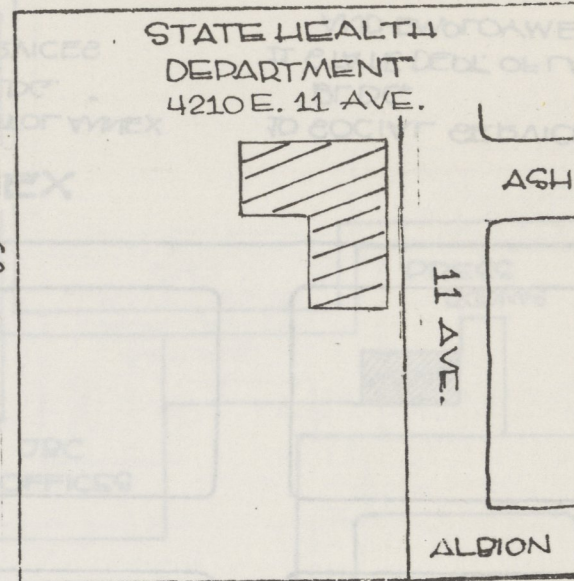


### STATE CAPITOL COMPLEX

- |                                 |                            |                        |  |
|---------------------------------|----------------------------|------------------------|--|
| 1 STATE CAPITOL                 | 4 CENTENNIAL BLDG.         | 7 STATE CAPITOL ANNEX  | 10 SOCIAL SERVICES BLDG.               |
| 2 COLORADO HERITAGE CENTER      | 5 STATE LIBRARY BLDG.      | 8 LINCOLN BLDG.        | 11 STATE DEPT. OF LABOR AND EMPLOYMENT |
| 3 COLORADO STATE JUDICIAL BLDG. | 6 CRIMINAL JUSTICE OFFICES | 9 STATE SERVICES BLDG. | 12 STATE MUSEUM BLDG.                  |
|                                 |                            |                        | 13 STATE OFFICES BLDG.                 |



EXECUTIVE OFFICES  
OUTSIDE THE  
CAPITOL COMPLEX





LEGISLATIVE BRANCH

Legislative Leadership

House of Representatives

Telephone

Speaker of the House - Representative Bev Bledsoe 866-2346

Majority Leader - Representative Ron Strahle 866-2348  
Assistant Majority Leader - Representative Chris Paulson 866-3069  
Majority Caucus Chairman - Representative Bill Artist 866-2349  
Other Majority Party Representatives 866-2932

Minority Leader - Representative David Skaggs 866-5523  
Assistant Minority Leader - Representative Gerald Kopel 866-2920  
Minority Caucus Chairman - Representative Bob Martinez 866-5525  
Other Minority Party Representatives 866-2904

Chief Clerk of the House - Mrs. Lorraine Lombardi 866-2345

Senate

President of the Senate - Senator Ted Strickland 866-3342

President Pro Tem of Senate - Senator Bob Allshouse 866-4866  
Majority Leader - Senator Dan Noble 866-3341  
Assistant Majority Leader - Senator Ray Powers 866-4866  
Majority Caucus Chairman - Senator Martha Ezzard 866-4866  
Other Majority Party Senators 866-4866

Minority Leader - Senator Ron Stewart 866-2318  
Assistant Minority Leader - Senator Don MacManus 866-4865  
Minority Caucus Chairman - Senator Dennis Gallagher 866-4865  
Other Minority Party Senators 866-4865

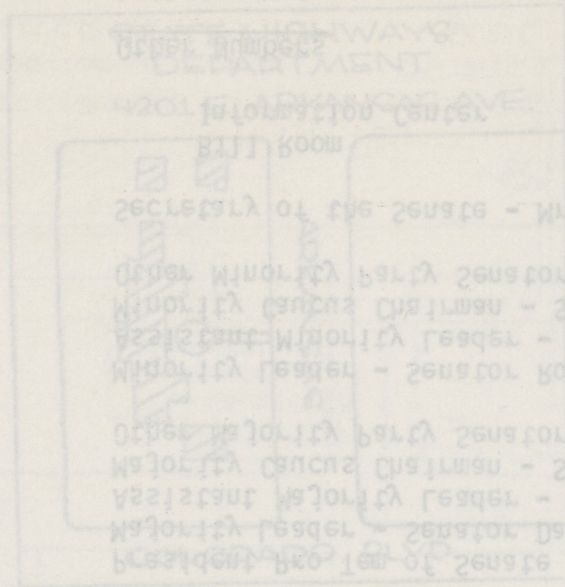
Secretary of the Senate - Mrs. Marjorie L. Nielson 866-2316

Bill Room 866-2340  
Information Center 866-3055

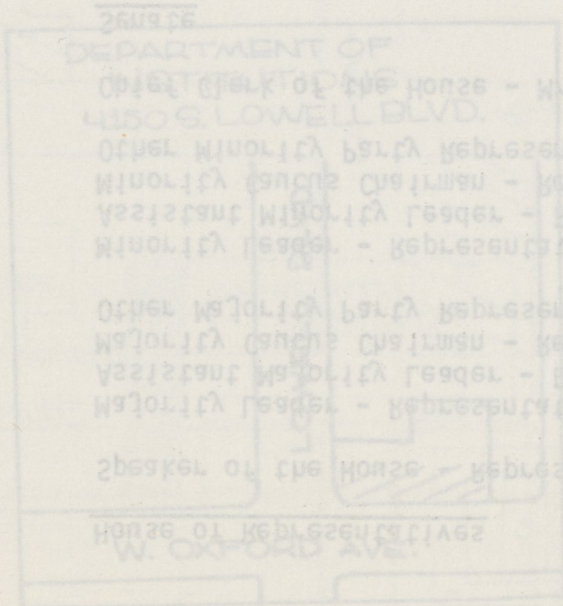
Other Numbers

Building Maintenance 866-HELP  
Security 866-2600

SECRETARY  
BUILDING MANAGEMENT

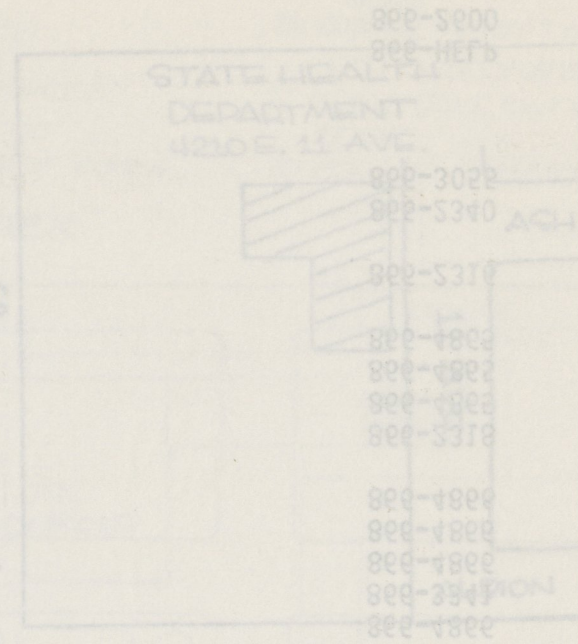


President of the Senate - Senator Ted Strickland

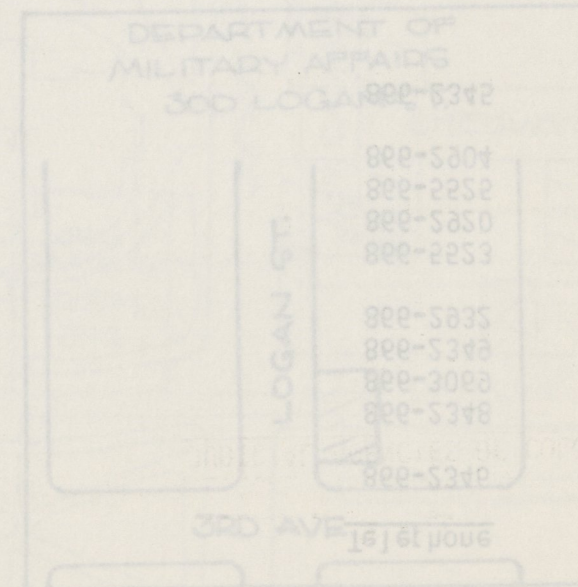


Minority Leader

LEGISLATIVE BRANCH



888-5811



300 AVE

ALPHABETICAL LISTING OF MAJOR EXECUTIVE, LEGISLATIVE AND  
JUDICIAL AGENCIES OF COLORADO STATE GOVERNMENT

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Accounts and Control (Dept. of Admin.)	State Services Bldg., 7th Floor	866-3281
Administration, Dept. of (Executive Director)	7th Floor, State Services Bldg.	866-3221
Adult Services, Division of (Dept. of Corrections)	6385 N. Academy Blvd., Colorado Springs, 80907	573-6271
Aging and Adult Services (Dept. of Soc. Services)	Social Services Bldg. 5th Floor	866-2585
Agriculture, Dept. of (Executive Director)	4th Floor, State Services Bldg.	866-2811
Air Pollution Control Division (Dept. of Health)	4210 East 11th Avenue, 80222	320-8333 X 4102
Alcohol and Drug Abuse (Dept. of Health)	1447 Albion, 80220	320-6137 X 374
Animal Industry Division (Dept. of Agriculture)	State Services Building 4th Floor	866-3028
Archives and Public Records Division (Dept. of Administration)	Centennial Building, Room 1B-20	866-2055

NOTE: All zip codes are 80203, unless otherwise indicated.

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Arts and Humanities Council (Dept. of Higher Education)	770 Pennsylvania Street 2nd Floor	866-2617
Attorney General (Dept. of Law)	State Services Bldg., 3rd Floor	866-3611 866-3621
Auditor, State	1365 Logan Street #300	866-2051
Auraria Higher Education Center (Dept. of Higher Education)	1027 - 9th Street Box 4615A, Denver, 80204	629-3291
Automated Data Processing Division, Statewide Planning (Dept. of Administration)	110 Social Services Bldg.	866-2642
Banking, Division (Dept. of Regulatory Agencies)	State Office Building 3rd Floor	866-3131
Beef Promotion Board (Dept. of Agriculture)	328 Livestock Exchange Building, 80216	825-8853
Brand Inspection Division (Dept. of Agriculture)	201 Livestock Exchange Building, 80216	629-6389
Budgeting Division, Office of State Planning and Budgeting	State Capitol Building Room 102	866-3386
Building Maintenance	1341 Sherman	866-4357
Bureau of Investigation (CBI) (Dept. of Local Affairs)	2002 S. Colorado Blvd., 80222	759-1100
Capitol Complex Division (Dept. of Administration)	1341 Sherman	866-5496
CETA/BOS (Dept. of Labor and Employment)	950 Broadway	861-0514

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Central Services, Division of (Dept. of Administration)	State Services Bldg. Basement	866-3575
Citizen's Advocate Office (Lt. Gov.)	State Capitol Bldg., Room 121	866-2885
Civil Air Patrol (Dept. of Military Affairs)	Denver Federal Center, 80225	234-6967
Civil Rights, Division (Dept. of Regulatory Agencies)	State Services Building 6th Floor	866-2621
Commerce and Development (Dept. of Local Affairs)	Centennial Building Room 523	866-2205
Commercial Recording (Dept. of State)	Social Services Bldg., 2nd Floor	866-3301
Commission of Higher Education	1300 Broadway, 2nd Floor	866-2723
Communications, Division of (Dept. of Administration)	2452 West Second Avenue, 80223	866-2341
Community Colleges and Occupational Education, Board of (Dept. of Higher Education)	Centennial Building 2nd Floor	866-3162
Compensation and Classification (Dept. of Personnel)	Centennial Building 1st Floor	866-2455
Compensation Insurance Fund (Dept. of Labor and Employment)	950 Broadway	866-3135
Computer Center (Dept. of Administration)	2002 S. Colorado Blvd., 80222	759-1221
Consumer Protection Division (Dept. of Health)	4210 East 11th Avenue	320-8333 X 3565
Correctional Industries (Dept. of Corrections)	6385 North Academy Boulevard Colorado Springs, 80907	573-6271 (State Line)

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Corrections, Department of	6385 North Academy Boulevard Colorado Springs, CO 80907	598-0729 573-6271 (State Line)
Court of Appeals	State Judicial Building Room 310	861-1111 X 1186
Criminal Justice, Division of (Dept. of Local Affairs)	Centennial Building 4th Floor	866-3331
Crop and Livestock Reporting Service (Dept. of Agriculture)	2490 West 26th Avenue Room 245, 80211	837-3037
Deaf and the Blind School (Dept. of Education)	Kiowa at Institute Colorado Springs, 80903	636-5186
Developmental Disabilities (Dept. of Institutions)	3824 W. Princeton Circle, 80236	761-5990
Disaster Emergency Services (Dept. of Military Affairs)	Camp George West, 80401	279-2511
Disease Control and Epidemiology Division (Dept. of Health)	4210 East 11th Avenue, 80220	320-8333 X 3100
Economic Research (Office of State Planning and Budgeting)	State Capitol Building, Room 102	866-3386
Education, Department of (Ex. Director)	State Office Bldg., 5th Floor	866-2212
Elections and Licensing (Dept. of State)	Social Services Building 2nd Floor	866-2041
Emergency Medical Services (Dept. of Health)	4210 East 11th Avenue, 80220	320-8333 X 3506

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Employment and Training Division (Dept. of Labor and Employment)	251 East 12th Avenue	866-6233
Employment Training	251 East 12th Avenue	866-6233
Unemployment Compensation	251 East 12th Avenue	866-6389
Energy Conservation, Office of (Dept. of Regulatory Agencies)	112 14th Avenue	866-2507
Enforcement and Collections (Dept. of Revenue)	Annex Building, Room 523	866-3711
Enforcement (Dept. of Law)	State Services Bldg., 4th Floor	866-3611
Estate Tax (Dept. of Revenue)	Annex Building, 6th Floor	866-2381
Family Health Service (Dept. of Health)	1447 Albion, 80220	320-6137 X 374
Field Audits (Dept. of Social Services)	Social Services Bldg., 9th Floor	866-3440
Field Services (Dept. of Education)	State Office Bldg., 5th Floor	866-2222
Food Assistance (Dept. of Social Services)	295 Rio Grande Blvd., 80223	866-2517
Ft. Logan Mental Health Center (Dept. of Institutions)	3520 W. Oxford Avenue, 80236	761-0220 X 211
Gasohol Promotion Committee (Dept. of Agriculture)	State Services Building 4th Floor	866-3218
Geological Survey (Dept. of Natural Resources)	Centennial Building 7th Floor	866-2611
Governor's Office Executive Assistant	State Capitol Bldg., Room 136	866-2471
Intergovernmental Relations	State Capitol Bldg., Room 136	866-2471

Agency

Location

Telephone

Press Secretary	State Capitol Bldg., Room 136	866-2471
Legislative Liaison	State Capitol Bldg., Room 136	866-2471
Administrative Assistant	State Capitol Bldg., Room 136	866-2471
Legal Advisor	State Capitol Bldg., Room 127	866-2471
Health Care Services, Office of (Dept. of Health)	1447 Albion, 80220	320-6137 X 266 or X 268
Health, Dept. of (Executive Director)	4210 East 11th Avenue, 80220	320-8333 X 3315
Health Facilities Regulation (Dept. of Health)	4210 East 11th Avenue, 80220	320-8333 X 3903
Health Policy Planning and Evaluation Division (Dept. of Health)	4210 East 11th Avenue, 80220	320-8333 X 3158
Health Protection, Office of (Dept. of Health)	4210 East 11th Avenue, 80220	320-8333 X 3355
Hearing Officers, Division of (Dept. of Administration)	1525 Sherman St., Room 207	866-2037
Higher Education, Dept. of (Executive Director)	1550 Lincoln St., 2nd Floor	866-2723
Highway Safety, Division of (Dept. of Highways)	4201 East Arkansas Ave., 80222	757-9381
Highways, Dept. of (Executive Director)	4201 East Arkansas Ave., 80222	757-9201



<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Highways, Division of (Dept. of Highways)	4201 East Arkansas Ave., 80222	757-9204
Historical Society (Dept. of Higher Education)	Heritage Center	866-2136
House of Representatives (Chief Clerk)	State Capitol Building	866-2345
Housing, Division of (Dept. of Local Affairs)	Centennial Bldg., Room 415	866-2033
Human Resources (Dept. of Law)	State Services Bldg., 3rd Floor	866-3611
Impact Assistance, Division of (Dept. of Local Affairs)	Centennial Building 5th Floor	866-2205
Income and Support Services (Dept. of Social Services)	Social Services Building 5th Floor	866-2423
Income Tax Services (Dept. of Revenue)	Annex Building 2nd Floor	866-3232
Industrial Commission (Dept. of Labor and Employment)	State Services Building 5th Floor	866-2446
Inspection & Consumer Services Division (Dept. of Agriculture)	2331 West 31st Ave., 80211	866-2833
Institutions, Dept. of (Executive Director)	3550 W. Oxford Ave., 80236	761-0220
Insurance, Division (Dept. of Regulatory Agencies)	State Office Building 1st Floor	866-3201
Intergovernmental Affairs (Dept. of Social Services)	Social Services Building 6th Floor	866-2511
Investigations (Dept. of Social Services)	Social Services Bldg., 6th Floor	866-2074
Investment Division (Dept. of Treasury)	State Capitol Bldg., Room 140	866-2757

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Joint Budget Committee	State Capitol Bldg., Room 341	866-2061
Judicial Department (Administrator)	State Judicial Building, Room 215	861-1111 X 125
Labor and Employment, Dept. of (Executive Director)	251 East 12th Avenue	866-6521
Labor, Division of (Dept. of Labor and Employment)	Centennial Building Room 314	866-2782
Laboratories (Dept. of Agriculture)		
Bio-Chemical Laboratory	2331 West 31st Ave., 80211	866-2835
Brucellosis	2331 East 31st Ave., 80211	866-2856
Weight & Measures	3125 Wyandot, 80211	866-2845
Laboratory Services Division (Dept. of Health)	4210 East 11th Ave., 80220	320-8333 X 3005
Land Commissioners (Dept. of Natural Resources)	Centennial Building 6th Floor	866-3454
Law Dept. of (Attorney General)	State Services Bldg. 3rd Floor	866-3611 866-3621
Law Enforcement Training Academy (Dept. of Local Affairs)	Camp George West Golden, Colorado 80401	273-1618
Legislative Council	State Capitol Bldg., Room 46	866-3521
Legislative Drafting Office	State Capitol Bldg., Room 30	866-2045
Legislative Information Center	State Capitol Bldg.	866-3055
Library Services (Dept. of Education)	State Library 1362 Lincoln Street	866-3695
Lieutenant Governor	State Capitol Bldg., Room 144	866-2087

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Liquor Enforcement (Dept. of Revenue)	Annex Building, 5th Floor	866-3741
Local Affairs, Dept. of (Ex. Director)	Centennial Bldg., 5th Floor	866-2771
Local Government, Division of (Dept. of Local Affairs)	Centennial Building 5th Floor	866-2156
Local Health Services, Office of (Dept. of Health)	4210 East 11th Ave., 80220	320-8333 X 3405
Lottery (Dept. of Revenue)	700 Broadway, #117, 80203	832-6242
Major Tax Account Services (Dept. of Revenue)	140 West 6th Ave., 80204	866-4772
Manpower Planning & Development, Office of (Dept. of Labor & Employment)	770 Grant, Suite 222	866-3165
Markets Division (Dept. of Agriculture)	State Services Bldg., 4th Floor	866-2848
Medical Affairs and Special Programs (Dept. of Health)	1447 Albion, 80220	320-8333 X 422
Medical Assistance (Dept. of Social Services)	Social Services Bldg., 10th Floor	866-3033
Medical Care Regulation and Development (Dept. of Health)	4210 East 11th Ave., 80220	320-8333 X 3356
Mental Health, Division of (Dept. of Inst.)	3520 West Oxford Ave., 80236	761-0220 X 201
Mileage and Fuel Tax (Dept. of Revenue)	140 West 6th Ave., 80204	866-3051
Military Affairs, Dept. of (Adjutant General)	300 Logan Street	777-8669
Mined Land Reclamation Section (Dept. of Natural Resources)	Centennial Building 4th Floor	866-3567

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Mines, Division of (Dept. of Natural Resources)	Centennial Building 7th Floor	866-3401
Minority Business Development Agency (Dept. of Administration)	1550 Lincoln Street	866-2077
Minority Leader, House of Representatives	State Capitol Building	866-5523
Minority Leader, State Senate	State Capitol Building	866-2318
Motor Vehicle Division (Dept. of Revenue)	140 West 6th Ave., 80204	866-3407
National Guard (Dept. of Military Affairs)	300 Logan Street	777-8669
Natural Resources, Dept. of (Executive Director)	Centennial Bldg., 7th Floor	866-3311
Oil and Gas Conservation Commission (Dept. of Natural Resources)	Centennial Building 7th Floor	866-3531
Parks & Outdoor Recreation, Div. of (Dept. of Natural Resources)	Centennial Building 6th Floor	866-3437
Parole Board (Dept. of Corrections)	888 East Iliff Avenue Building #2, 80210	778-8207
Personnel, Dept. of (Executive Director)	Centennial Bldg., 1st Floor	866-2321
Planning (Division of Local Government)	1313 Sherman Street	866-2351
Planning Division (Office of State Planning & Budgeting)	State Capitol Building Room 102	866-3386
Plant Industry Division (Dept. of Agriculture)	State Services Building 4th Floor	866-2838
Ports of Entry (Dept. of Revenue)	140 West 6th Ave., 80204	866-3734

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
President of the State Senate	State Capitol Bldg.	866-3342
Property Taxation (Dept. of Local Affairs)	Centennial Bldg., Room 623	866-2371
Public Defender, (Judicial Department)	Social Services Bldg., Room 715	866-2661
Public Utilities Commission (Dept. of Regulatory Agencies)	State Services Bldg. 5th Floor	866-3155
Purchasing, Division of (Dept. of Administration)	State Services Building 7th Floor	866-3261
Racing (Dept. of Regulatory Agencies)	State Services Building 1st Floor	866-2294
Radiation Control Division (Dept. of Health)	4210 East 11th Avenue Annex	320-8333 X 6246
Real Estate Commission (Dept. of Regulatory Agencies)	1776 Logan St., 4th Floor	866-2633
Registrations, Division of (Dept. of Regulatory Agencies)	State Services Building 1st Floor	866-4456
Regulatory Law (Dept. of Law)	State Services Bldg., Room 235	866-3611
Regulatory Reform (Dept. of Regulatory Agencies)	State Services Bldg., 1st Floor	866-3933
Rehabilitation (Dept. of Social Services)	Social Services Bldg., 5th Floor	866-2652
Revenue, Dept. of (Executive Director)	Capitol Annex Building	866-3091
Revisor of Statutes	State Capitol Bldg., Room 32	866-2044
Sales Tax (Dept. of Revenue)	140 West 6th Ave., Room 109, 80204	866-3767

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Savings and Loan, Division of (Dept. of Regulatory Agencies)	States Services Building 1st Floor	866-2384
Securities, Division of (Dept. of Regulatory Agencies)	State Services Building 2nd Floor	866-2607
Selection Center (Dept. of Personnel)	Centennial Bldg., 1st Floor	866-2431
Services to Families and Children (Dept. of Social Services)	Social Services Bldg., 4th Floor	866-2522
Severance Tax (Dept. of Revenue)	Annex Building 2nd Floor	866-3777
Sheep and Wool Board (Dept. of Agriculture)	211 Livestock Exchange Building, 80216	294-0854
Social Services, Dept. of (Executive Director)	Social Services Bldg., 6th Floor	866-3041
Soil Conservation Board (Dept. of Natural Resources)	Centennial Building 6th Floor	866-3351
Speaker of the House of Representatives	State Capitol Bldg.	866-2346
State, Dept. of (Sec. of State)	Social Services Bldg., 2nd Floor	866-2761
State Buildings, Division of (Dept. of Administration)	State Services Bldg., 6th Floor	866-2626
State Fair and Industrial Exposition (Dept. of Agriculture)	Fairgrounds Pueblo, CO 81004	561-8484
State Hospital (Dept. of Institutions)	1600 West 24th St. Pueblo, CO 81003	534-1170
State Patrol (Dept. of Highways)	4201 East Arkansas Ave., 80222	757-9401
State Senate (Secretary of Senate)	State Capitol Bldg.	866-2316

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Supreme Court, Judicial Dept.	State Judicial Building, Room 415	861-1111 X 277
Surplus Property (Dept. of Administration)	4700 Leetsdale Drive, 80222	388-5953
Taxation Division (Dept. of Revenue)	Annex Bldg., 6th Floor	866-3048
Taxpayer Service (Dept. of Revenue)	Annex Bldg., 2nd Floor	866-5565
Treasury, Dept. of (State Treasurer)	State Capitol Building Room 140	866-2441
Trustees of the Consortium of State Colleges (Dept. of Higher Education)	State Services Building 2nd Floor	866-2588
Unemployment Compensation (Dept. of Labor)	251 East 12th Ave.	866-6389
Universities:		
C.U. Boulder	Boulder (80302)	492-0111
C.U. Denver	Denver (80202)	629-2800
C.U. Colorado Springs	Colorado Springs (80907)	598-3737
Northern Colorado	Greeley (80639)	351-1890
Southern Colorado	Pueblo (81001)	549-0123
C.S.U.	Ft. Collins (80523)	491-1101
Mines, School of	Golden (80401)	279-0300
Water Conservation Board (Dept. of Natural Resources)	Centennial Building 8th Floor	866-3441
Water Quality Control Division (Dept. of Health)	4210 East 11th Ave., 80220	320-9333 X 3231
Water Resources, Division of (Dept. of Natural Resources)	Centennial Building 8th Floor	866-3581
Wildlife, Division of (Dept. of Natural Resources)	6060 Broadway, 80216	825-1192

Agency

Location

Telephone

Youth Services, (Dept. of Inst.)

4255 South Knox Court, 80236

789-1822

Veterans Affairs (Dept. of Social Services)

Social Services Bldg. 1st Floor

866-2494

Waste Management (Dept. of Health)

4210 East 11th Ave., 80220

320-8333  
X 4364

Selection Center (Dept. of Personnel)

Centennial Bldg., 1st Floor

866-2431

State Board of Children  
(Dept. of Social Services)

4th Floor

866-2431

Severely Disabled  
(Dept. of Social Services)

1008  
1011  
1018

866-2431

State Board of Cultural Affairs  
(Dept. of Cultural Affairs)

1008  
1011  
1018

866-2431

Executive Director, Dept. of (Executive Director)

Social Services Bldg., 5th Floor

866-2431

State Board of Resources

Centennial Building

866-2431

State Dept. of (Sec. of State)

Social Services Bldg., 2nd Floor

866-2431

Dept. of Administration

5th Floor

866-2431

State Fair and Industries Exposition

Fairgrounds

866-2431

(not listed)

Public, CO

866-2431

(not listed)

80222

X 511

State Senate (Secretary of Senate)

State Capitol Bldg.

866-2316



AGENCY LISTINGS BY DEPARTMENT

LEGISLATIVE SERVICE AGENCIES

<u>Agency</u>	<u>Director</u>	<u>Location</u>	<u>Telephone</u>
Auditor	Robert J. Scott	1365 Logan Street (80203), No. 300	866-2051
Joint Budget Committee	Robert G. Moore	State Capitol Building (80203) Room 341	866-2061
Legislative Computer Service (CLEAR)	Richard Stansbury	770 Grant Street (80203) No. 200	831-1260
Legislative Council	Lyle C. Kyle, Director	State Capitol Building Room 46	866-3521
Legislative Drafting Office	Doug Brown, Director and Revisor of Statutes	State Capitol Building Room 30	866-2045
Revisor of Statutes	Charles Pike, Assistant Revisor of Statutes	State Capitol Building Room 32	866-2044

JUDICIAL BRANCH

<u>Office</u>	<u>Head</u>	<u>Location</u>	<u>Telephone</u>
Court of Appeals	Mac Danford Clerk of Court	State Judicial Building (80203) Room 310	861-1111 X 186
Judicial Administration	Jim Thomas State Court Administrator	State Judicial Building Room 215	861-1111 X 125
Public Defender	David Vela	Social Services Building (80203), Room 715	866-2661
Supreme Court	David Brezina Clerk of Court	State Judicial Building Room 415	861-1111 X 277

EXECUTIVE BRANCH

Richard D. Lamm, Governor  
Room 136, State Capitol Building (80203)  
866-2471

Nancy E. Dick, Lieutenant Governor  
Room 144, State Capitol Building  
866-2087

Portion of the Governor's Administrative Staff

<u>Staff Position</u>	<u>Staff Person</u>	<u>Location</u>	<u>Telephone</u>
Executive Assistant and Chief of Staff	Roy Romer	State Capitol Building Room 136	866-2471
Deputy Chief of Staff	David Miller		
Intergovernmental Relations	Vacant	State Capitol Building Room 136	866-2471
Press Secretary	Sue O'Brien	State Capitol Building Room 136	866-2471
Legislative Liaison	Don Eberle	State Capitol Building Room 136	866-2471
Citizen's Advocate Office	Margie Major	State Capitol Building Room 121	866-2885
Administrative Assistant	Theresa Durlin	State Capitol Building Room 136	866-2471
Legal Advisor	Mary Mullarkey	State Capitol Building Room 127	866-2471

EXECUTIVE DEPARTMENTS

DEPARTMENT OF ADMINISTRATION

E. Robert Turner, Executive Director  
Alan Levine, Deputy Director

7th Floor, State Services Building (80203)  
866-3221

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Accounts and Control	Jim Stroup, State Controller	State Services Building, 7th Floor	866-3281
Archives and Public Records	George Warren, State Archivist	Centennial Building (80203) Room 1B-20	866-2055
Automated Data Processing,	Robert Miller	Social Services Building (80203)	866-2642
General Government Computer Center	Robert Greene	2002 South Colorado Boulevard (80222)	759-1221
Capital Complex	John Ivy	1341 Sherman (80203)	866-5496
Central Services	Jack Keene	State Services Building, Basement	866-3575
Communications	Robert D. Tolman	2452 West Second Avenue (80223)	866-2341
Hearing Officers	Ed Felter	State Services Building, Room 207	866-2037
Management Services	Ray Kennedy	State Services Building, 7th Floor	866-3476
Minority Business Development Agency	Yusuf Kaurouma	1550 Lincoln (80203)	866-2077
Purchasing	E.R. (Bud) Roon	State Services Building, 7th Floor	866-3261
Surplus Property	Stan Izbicky	4700 Leetsdale Drive (80222)	388-5953
State Buildings	John Macafee	State Services Building, 6th Floor	866-2626

DEPARTMENT OF AGRICULTURE

J. Evan Goulding, Commissioner  
Donald Svedman, Deputy Commissioner

4th Floor, State Services Building (80203)  
866-2811

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Animal Industry	L. Ray Burke	State Services Building, 4th Floor	866-3028
Beef Promotion Board	Jim Clark	328 Livestock Exchange Building (80216)	294-0881
Brand Inspection	H. L. (Jay) Rowe	201 Livestock Exchange Building	294-0895
Crop & livestock Reporting Service	Jim Tippett	2490 W. 26th Avenue (80211) Room 245	837-3037
Gasohol Promotion	Vacant	State Services Building, 4th Floor	866-3218
Inspection & Consumer Services	Ron Turner	2331 West 31st Avenue (80211)	866-2833
Laboratories:			
Bio-Chemical Laboratory	Clyde Jones	2331 West 31st Avenue	866-2835
Weight and Measures	Frank Brzoticky	3125 Wyandot (80211)	866-2845
Brucellosis Laboratory	Gene Grenard	2331 West 31st Avenue	866-2856
Markets	Erwyn Witte	State Services Building, 4th Floor	866-2848
Plant Industry	Robert Sullivan	State Services Building, 4th Floor	866-2838
Resource Analysis	David Carlson	State Services Building, 4th Floor	866-3219
Sheep and Wool Board	Sandra Reinking	211 Livestock Exchange Building	294-0854
State Fair and Industrial Exposition	Dan Lee	Fairgrounds Pueblo, Colorado (81004)	561-8484

DEPARTMENT OF CORRECTIONS

Chase Riveland, Executive Director

6385 North Academy Boulevard  
 Colorado Springs, CO (80907)  
 598-0729  
 573-6271 (State Line)

Agency

Major Divisions or Section

Location

Telephone

Agency

Director or Head

Location

Telephone

Adult Services

Donald R. Evans

6385 North Academy Blvd.  
 Colorado Springs

573-6271

Community Services

Herman Abeyta

6385 North Academy Blvd.  
 Colorado Springs

573-6271

Correctional Industries

George Delaney

6385 North Academy Blvd.  
 Colorado Springs

573-6271

Legislative Coordinator

Vacant

Canon City

275-4181

Management and Development

Ron Ditmore

6385 North Academy Blvd.  
 Colorado Springs

573-6271

Parole Board

Wayne K. Patterson,  
 Chairman

888 East Iliff (80210)  
 Building No. 2

778-8207

Albert Hazle

4210 East 11th Avenue, Annex

320-8333

Kenneth Maesche

4210 East 11th Avenue, Annex

320-8333

DIRECTOR OF HEAD

LOCATION

TELEPHONE

John Baggett

4210 East 11th Avenue

320-8333

Elizabeth Dichter

4210 East 11th Avenue

320-8333

DEPARTMENT OF EDUCATION

Calvin Frazier, Commissioner  
Edwin Steinbrecher, Deputy Director

5th Floor, State Office Building (80203)  
866-2212

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Field Services	Roy Brubacher Assistant Commissioner	State Office Building, 5th Floor	866-2222
Beef Promotion Board Management Services	Jim Clark Dr. Edwin Steinbrecher	128 Livestock Exchange Building State Office Building, 5th Floor	294-0881 866-2219
Library Services	Anne Marie Falsone Assistant Commissioner	State Library, 1362 Lincoln (80203)	866-3695
Deaf and the Blind School	Robert Dawson	Kiowa at Institute Colorado Springs (80903)	636-5186
Laboratories:			
Weight and Measures	Frank Brzoticky	3125 Wyandot (80211)	866-2845
Brucellosis Laboratory	Gene Grenard	2010 W. 9th Avenue	866-2856
Markets	Erwin Witte	State Services Building, 4th Floor	866-2848
Resource Analysis	David	State Services Building, 4th Floor	866-2888
Sheep and Wool Board	Sandra	11 Livestock Exchange Building	294-0854
State Fair and Industrial Exposition	Dan Lee	Fairgrounds Pueblo, Colorado (81004)	561-8484

DEPARTMENT OF HEALTH

Frank A. Traylor, M.D., Executive Director

4210 East 11th Avenue (80220)  
320-8333, X 3315

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Office of Administration and Support	Don Rice, Associate Director	4210 East 11th Avenue	320-8333 X 3223
Laboratory Services	Vacant	4210 East 11th Avenue	320-8333 X 3005
Administrative Services	Don Rice	4210 East 11th Avenue	320-8333 X 3223
Office of Health Protection	Robert Arnott Assistant Director	4210 East 11th Avenue	320-8333 X 3355
Air Pollution Control	Jim Lents	4210 East 11th Avenue	320-8333 X 4102
Water Quality Control	Gary Broetzman	4210 East 11th Avenue	320-8333 X 3231
Disease Control and Epidemiology	Stanley Ferguson	4210 East 11th Avenue	320-8333 X 3100
Radiation Control	Albert Hazle	4210 East 11th Avenue, Annex	320-8333 X 6246
Waste Management	Kenneth Waesche	4210 East 11th Avenue, Annex	320-8333 X 4364
Consumer Protection	John Baghott	4210 East 11th Avenue	320-8333 X 3565
Office of Medical Care Regulation & Development	Elizabeth Dichter Assistant Director	4210 East 11th Avenue	320-8333 X 3356

DEPARTMENT OF EDUCATION

Health Facilities Regulation	Sterling Drumwright Commissioner Edwin Steinbrecher, Deputy Director	4210 East 11th Avenue	320-8333 X 3903
Emergency Medical Services	Steve Kelsey	4210 East 11th Avenue	320-8333 X 3506
Health Policy Planning and Statistics	Kristen Paulson	4210 East 11th Avenue	320-8333 X 3158
Office of Health Care Services	Tom Vernon, M.D. Assistant Director	1447 Albion (80220)	320-6137 X 266 or X 268
Health Promotion & Education	Mary Davis	1447 Albion	320-6137 X 236
Community Nursing Section	Marie Swigert	1447 Albion	320-6137 X 338
Alcohol and Drug Abuse	Bob Aukerman	1447 Albion	320-6137 X 374
Family Health Service	Dan Gossert	1447 Albion	320-6137 X 426
Medical Affairs & Special Programs	Robert McCurdy, M.D.	1447 Albion	320-6137 X 422
Local Health Services	Dalton Roberts Assistant Director	4210 East 11th Avenue	320-8333 X 3405

Director of Health  
 Major Divisions or Sections  
 320-8333 X 3312  
 4210 East 11th Avenue (80220)  
 Frank A. Taylor, M.D., Executive Director



DEPARTMENT OF HIGHER EDUCATION

Charles Manning, Interim Executive Director  
Colorado Commission on Higher Education

1300 Broadway, 2nd Floor (Heritage Center) (80203)  
866-2723

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Arts and Humanities Council	Ellen Pierce	770 Pennsylvania (80203) 2nd Floor	866-2617
Auraria Higher Education Center	Jerome Wartgow	1027 9th Street, Box 4615A Denver, Colorado (80204)	629-3291
Colorado Student Guaranteed Loan Program	Doug Seipelt	7000 N. Broadway Suite 100	866-3019
State Board of Agriculture	Gene Petrone	State Services Building (80203) 6th Floor	866-2738
State Board for Community Colleges and Occupational Education	Bob Datteri	Centennial Building (80203) 2nd Floor	866-3162
State Historical Society	Barbara Sudler	Heritage Center (80203)	866-2136
Trustees of Consortium of State Colleges	Richard A. Laughlin	State Services Building (80203) 2nd Floor	866-2588

DEPARTMENT OF HIGHWAYS

Joseph Dolan, Jr., Executive Director

4201 East Arkansas Avenue (80222)  
757-9201

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Highways, Division of	Robert L. Clevenger	4201 East Arkansas Avenue	757-9204
Highway Safety	Cordell Smith	4201 East Arkansas Avenue	757-9381
State Patrol	John M. Dempsey	4201 East Arkansas Avenue	757-9401
Transportation Planning	Harvey Atchinson	4201 East Arkansas Avenue	757-9525
Administration	Homer Bruton	4201 East Arkansas Avenue	757-9207
Budget and Management	Con Shea	4201 East Arkansas Avenue	757-9471
	Robert McCurdy, M.D.	1447 Albion	800-5153
	Dalton Roberts	1000 N. Broadway	800-3070
	Assistant Director	4210 East 11th Avenue	320-8333
		1051 2nd Street, Box 4272	320-8333
		100 Pennsylvania	800-5153



DEPARTMENT OF LABOR AND EMPLOYMENT

Ruben Valdez, Executive Director

251 East 12th Avenue, No. 304 (80203)

866-6521

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Budget	Beth Barnett	251 East 12th Avenue	866-6524
CETA/BOS	Gerald McNeil	950 Broadway (80203)	861-0514
Governor's Job Training Office	Denise Rice-Brown	770 Grant, Suite 222 (80203)	866-3165
Employment and Training	John Kezer	251 East 12th Avenue	866-6233
Employment Training	John Nunnery	251 East 12th Avenue	866-6233
Unemployment Compensation	Robert Hase	251 East 12th Avenue	866-6389
Labor	Charles McGrath	Centennial Building (80203) Room 314	866-2782
Industrial Commission	M. L. (Mike) Baca	State Services Building (80203) 5th Floor	866-2446
Compensation Insurance Fund	Glenn Adams	950 Broadway	866-3135
Personnel Administrator	Wendell Pryor	1178 Lincoln (80203)	866-6302

DEPARTMENT OF LAW

Duane Woodard, Attorney General  
Charles B. Howe, Deputy Attorney General  
Joel Cantrick, Solicitor General

State Services Building, 3rd Floor (80203)  
866-3611/866-3621

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Administration and Planning	John Boyd	State Services Building 2nd Floor	866-3611
Enforcement	Greg Smith	State Services Building 4th Floor	866-3611
General Legal Services	Richard Forman	State Services Building, 3rd Floor	866-3611
Human Resources	Nancy Connick	State Services Building, 3rd Floor	866-3611
Natural Resources	Janet Miller	State Services Building, 3rd Floor	866-3611
Regulatory Law	Gene Cavaliere	State Services Building, 2nd Floor	866-3611

DEPARTMENT OF LOCAL AFFAIRS

Morgan Smith, Executive Director  
Hal Knott, Associate Director (Local Government Services)

Centennial Building, Room 518 (80203)  
866-2771

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Bureau of Investigation	John Enright	2002 South Colorado Boulevard (80222)	759-1100
Commerce and Development	Steve Schmitz	Centennial Building, Room 523	866-2205
Impact Assistance	Steve Colby	Centennial Building, Room 523	866-2205
Criminal Justice	Pat Malik, Acting Director	Centennial Building, Room 419	866-3331
Housing	John Maldonado	Centennial Building, Room 415	866-2033
Law Enforcement Training Academy	James Yarrington	Camp George West Golden, Colorado (80401)	273-1618
Local Government	Pat Retliffe	Centennial Building, Room 520	866-2156
Property Taxation	Mary Anne Maurer	Centennial Building, Room 623	866-2371
Personnel Administration	Wendell Brown	1178 Lincoln (80203)	866-3335 866-3011 866-3302

DEPARTMENT OF MILITARY AFFAIRS

Major General John L. France, Adjutant General  
Colonel Paul A. Parsons, Deputy Adjutant General

300 Logan Street (80203)  
777-8669

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Civil Air Patrol	Lt. Colonel Harry Kauts	Denver Federal Center (80225)	234-696
Disaster Emergency Services	John Pat Byrne	Camp George West (80401)	279-251
National Guard	John L. France	300 Logan Street	777-866
Selection Center	Vacant	Centennial Building, 1st Floor	866-2431
Organizational Effectiveness	Jerome C. Davies	Centennial Building, 1st Floor	866-2151
Compensation and Classification	Ken Allikian	Centennial Building, 1st Floor	866-2455
Parks and Outdoor Recreation	Max Yezzer	Centennial Building, 1st Floor	888-3431
Oil and Gas Conservation Commission	Doug Rogers	Centennial Building, 1st Floor	888-3231
Mined Land Reclamation	Dave Shelton	Centennial Building, 1st Floor	888-3288
Mines	John Ward, Acting Director	Centennial Building, 1st Floor	888-3408
Land Commissioners Board	Kowena Rogers	Centennial Building, 1st Floor	888-3424
Geological Survey	John Kold, State Geologist	Centennial Building, 1st Floor	888-3521

Major Divisions or Sections

888-3311  
Centennial Building, 1st Floor (80203)  
James J. Barry, Acting Executive Director

DEPARTMENT OF NATURAL RESOURCES

Hamlet J. Barry, Acting Executive Director

Centennial Building, 7th Floor (80203)

866-3311

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Geological Survey	John Rold, State Geologist	Centennial Building, 7th Floor	866-2611
Land Commissioners Board	Rowena Rogers	Centennial Building, 6th Floor	866-3454
Mines and Development	John Ward, Acting Director	Centennial Building, 7th Floor	866-3401
Mined Land Reclamation	Dave Shelton	Centennial Building, 4th Floor	866-3567
Oil and Gas Conservation Commission	Doug Rogers	Centennial Building, 7th Floor	866-3531
Parks and Outdoor Recreation	Max Vezzani	Centennial Building, 6th Floor	866-3437
Soil Conservation Board	Steve Horn	Centennial Building, 6th Floor	866-3351
Water Conservation Board	J. William McDonald	Centennial Building, 8th Floor	866-3441
Water Resources	Jeris Danielson, State Engineer	Centennial Building, 8th Floor	866-3581
Wildlife	Jack Grieb	6060 Broadway (80216)	825-1192



DEPARTMENT OF PERSONNEL

Gail Schoettler, Executive Director  
 Rudy Livingston, Deputy Director

Centennial Building, First Floor (80203)  
 866-2321

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Policy/Budget	Deborah A. Wagner	Centennial Building, 1st Floor	866-2321
Public Information	Monica Miller	Centennial Building, 1st Floor	866-4223
Information Services	Rod Hernley	Centennial Building, 1st Floor	866-2491
Selection Center	Vacant	Centennial Building, 1st Floor	866-2431
Organizational Effectiveness	Jerome C. Davies	Centennial Building, 1st Floor	866-2151
Compensation and Classification	Ken Allikian	Centennial Building, 1st Floor	866-2455
Taxation	Frank Beckwith	Annex Building, 5th Floor	866-3048
Taxpayer Services	Jim Davis	Annex Building, 2nd Floor	866-3551
Estate	Jim Davis	Annex Building, 2nd Floor	866-2381
Major Tax Account Services	Ralph Baca	140 W. 6th Ave. Room 109	866-4172
Mileage and Fuel Sales	Ralph Baca	140 West 6th Avenue, Room 109	866-3757
Major Tax General Information	Lloyd Wicke	Annex Building, 2nd Floor	866-3777
Severance Tax	Lloyd Wicke	Annex Building, 2nd Floor	866-3777

DEPARTMENT OF REGULATORY AGENCIES

Steven Berson, Acting Executive Director

State Services Building, First Floor (80203)  
866-3304

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Banking	Richard Doby	State Office Building (80203) 3rd Floor	866-3131
Civil Rights	Dorothy Porter	State Services Building, 6th Floor	866-2621
Insurance	J. Richard Barnes	State Office Building, 1st Floor	866-3201
Office of Energy Conservation	Hugh Humphries	112 14th Avenue (80203)	866-2507
Office of Regulatory Reform	Joan Ringel	State Services Building, 1st Floor	866-3933
Public Utilities Commission	Harry Galligan	State Services Building, 5th Floor	866-3155
Racing	August Masciotra	State Services Building, 1st Floor	866-2294
Real Estate Commission	Keith Koske	1776 Logan (80203), 4th Floor	866-2633
Registrations	Bruce Douglas	State Services Building, 1st Floor	866-4456
Savings and Loan	David Paul	State Services Building, 1st Floor	866-2384
Securities	Royce Griffin	State Services Building, 2nd Floor	866-2607

DEPARTMENT OF REVENUE

Alan Charnes, Executive Director

Capitol Annex Building, Room 486 (80203)  
866-3091

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Liquor Enforcement	Marv Eller	Annex Building, 5th Floor	866-3741
Lottery	Owen H. Hickey	700 Broadway, Suite 1117 (80203)	832-6242
Management Information	Bill Ross	Annex Building, 7th Floor	866-3724
Motor Vehicle	Frank Mansheim	140 West 6th Avenue (80204)	866-3407
Operations	Norm Taylor	Annex Building, 3rd Floor	866-2797
Ports of Entry	Dee Hartman	140 West 6th Avenue	866-3734
Research and Statistics	Stan Schwartz	Annex Building, Room 422	866-3085
Taxation	Frank Beckwith	Annex Building, 6th Floor	866-3048
Taxpayer Services	Jim Davis	Annex Building, 2nd Floor	866-5565
Estate Income	Jim Davis Stan Williams	Annex Building, 2nd Floor Annex Building, 2nd Floor	866-2381 866-3232
Major Tax Account Services	Ralph Baca	140 W. 6th Ave.	866-4772
Mileage and Fuel Sales	Ralph Baca Ralph Baca	140 W. 6th Ave., Room 109 140 West 6th Avenue, Room 109	866-3051 866-3767
Major Tax General Information	Lloyd Wicke	Annex Building, 2nd Floor	866-3777
Severance Tax	Lloyd Wicke	Annex Building, 2nd Floor	866-3777

DEPARTMENT OF SOCIAL SERVICES

George S. Goldstein, Executive Director

Social Services Building, 6th Floor (80203)  
866-3041

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Administration	Bill LaVance	Social Services Building (80203) 6th Floor	866-3448
Operations	Sue Christie	Social Services Building, 6th Floor	866-3513
Intergovernmental Affairs	Robert Husson	Social Services Building, 6th Floor	866-2511
Budget	Ceil Holmes	Social Services Building, 6th Floor	866-2513
Field Administration	Karen Beye	Social Services Building, 7th Floor	866-2556
Rehabilitation	Dr. Mark Litvin	Social Services Building, 5th Floor	866-2652
Income and Support Services	Ken Muroya	Social Services Building, 5th Floor	866-2423
Food Assistance	Ron Mikesell	295 Rio Grande Boulevard (80223)	866-2517
Services to Families & Children	Dave Ashmore	Social Services Building, 4th Floor	866-2522
Medical Assistance	Garry Toerber	Social Services Building, 10th Floor	866-3033
Aging & Adult Services	William Hanna	Social Services Building, 5th Floor	866-2585
Veterans Affairs	Louis Nardini	Social Services Building, 1st Floor	866-2494
Merit System	Shirley Harris	Social Services Building, 8th Floor	866-2576
Field Audits	Ray Rank	Social Services Building, 9th Floor	866-3440
Investigations	Ed Long	Social Services Building, 6th Floor	866-2074

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DEPARTMENT OF STATE

Natalie Meyer, Secretary of State  
Merilyn Handley, Deputy Secretary of State

Social Services Building, 2nd Floor (80203)  
866-2761

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Accounting	Tom Johnson	State Capitol Building, Room 140	
Commercial Recording	Don Thompson	Social Services Building, 2nd Floor	866-3301
Elections and Licensing	Betty Chronic	Social Services Building, 2nd Floor	866-2041

STATE PLANNING AND BUDGETING

Kenneth Torp, Executive Director

State Capitol Building, Room 102 (80203)  
866-3386

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Planning Division	Randy Harrison	State Capitol Building, Room 102	866-3386
Budgeting Division	Nancy Richards, Acting Director	State Capitol Building, Room 102	866-3386
Economic Research	Stan Solodky	State Capitol Building, Room 102	866-3386
Field Administration	Karen Bays	Social Services Building, 8th Floor	866-3386
Rehabilitation	Dr. Mark Litvin	Social Services Building, 5th Floor	866-3386
Income and Support Services	Ken Brown	Social Services Building, 5th Floor	866-3386
Food Assistance	Ray Rank	295 Rio Grande Boulevard (80223)	866-3386
Services to Families & Children	David Roberts	Social Services Building, 4th Floor	866-3386
Exceptional and Physically Handicapped	Lowell Johnson, Director	Social Services Building, 1st Floor	866-3386
Veterans Affairs	Shirley Harris	Social Services Building, 8th Floor	866-2576
Merit System	Ray Rank	Social Services Building, 5th Floor	866-3386
Field Audits		Social Services Building, 6th Floor	866-3386
Investigations			

DEPARTMENT OF TREASURY

Roy Romer, State Treasurer  
B. J. Thornberry, Deputy State Treasurer

State Capitol Building, Room 140 (80203)  
866-2441

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Accounting	Tom Judd	State Capitol Building, Room 140	866-3565
Cashier	Louella Walker	State Capitol Building, Room 142	866-2440
Investment	Virginia Wagner	State Capitol Building, Room 140	866-2757

STATE PLANNING AND BUDGETING

Kenneth Torp, Executive Director

State Capitol Building, Room 102 (80203)  
866-3386

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Planning Division	Randy Harrison	State Capitol Building, Room 102	866-3386
Budgeting Division	Nancy Richards, Acting Director	State Capitol Building, Room 102	866-3386
Economic Research	Stan Solodky	State Capitol Building, Room 102	866-3386

Investment	Virginia Wagner	State Capitol Building, Room 140	866-5441
Cashier	Lonella Walker	State Capitol Building, Room 145	866-5440
Accounting	Tom Quab	State Capitol Building, Room 140	866-5440

Major Divisions or Sections

State Capitol Building, Room 140 (80508) 866-5441  
 J. J. Thompson, Deputy State Treasurer  
 State Capitol Building, Room 140

DEPARTMENT OF TREASURY



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A SUMMARY, BY AGENCY,  
OF THE MAJOR FUNCTIONS  
OF STATE GOVERNMENT

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4

## THE EXECUTIVE BRANCH OF COLORADO STATE GOVERNMENT

The structural guidelines for the organization of the executive branch of Colorado state government were adopted by the people through a constitutional amendment approved at the general election in 1966. The proposal resulted from a study by a legislative committee. The committee found that the number of independent and semi-independent agencies in Colorado's executive branch had increased from 48 in 1939 to some 130 in 1966, with the result that a Governor could not reasonably be expected to provide effective leadership or supervision over the development and administration of the various programs of government. Furthermore, the growth in the number of agencies had been haphazard with no long-range development program for the administrative organization of the executive branch.

The legislative committee concluded that Colorado should reorganize its executive branch to reduce the number of separate agencies reporting directly to the Governor. The Governor could then be provided with an administrative span of control of a reasonable size.

The committee's proposal was adopted in the 1966 general election as Section 22 of Article IV of the state constitution. Section 22 provides that:

"All executive and administrative offices, agencies, and instrumentalities of the executive department of state government and their respective functions, powers, and duties, except for the office of governor and lieutenant governor, shall be allocated by law among and within not more than twenty departments by no later than June 30, 1968. Subsequently, all new

powers or functions shall be assigned to departments, divisions, sections, or units in such manner as will tend to provide an orderly arrangement in the administrative organization of state government."

To implement the constitutional amendment with statutory language, an eight-member legislative committee was formed. The objectives of the committee's efforts included: clarification and concentration of lines of administrative authority and responsibility; elimination of duplication; pruning of unnecessary activities; better fiscal and personnel practices; improving administrative procedures; and recognition of a Governor's cabinet.

The legislative committee discussed whether to attempt a detailed functional review of each agency within the executive branch, or whether to structurally realign the departments and agencies, largely as they existed, into no more than twenty departments. Lack of time was the determining factor in the decision to go the route of a structural realignment. A plan for grouping some 130 separate agencies into seventeen departments was presented to the General Assembly as S.B. No. 1. The measure was adopted.

The authority of the Governor over the executive branch was strengthened in 1970 when a constitutional amendment was adopted exempting most of the heads of principal departments within the executive branch from the civil service requirements of the state constitution. The amendment did not change the method of selection for five department heads -- three elected

OFFICE OF THE GOVERNOR

officials, the Secretary of State, State Treasurer, and Attorney General, and the heads of the Department of Education (appointed by the elected State Board of Education) and Higher Education (selected by the Commission on Higher Education).

The Department of Personnel, the eighteenth principal department, was created pursuant to a 1970 constitutional amendment which modernized the state personnel system. In 1974, the Office of State Planning and Budgeting was established as the nineteenth department, followed in 1977 by the Department of Corrections as the twentieth executive department.

The state statutes charge the Governor with the following major duties:  
-- Formulating and administering policies of the executive branch, resolving conflicts over administrative jurisdiction;  
-- Appointing the heads of the principal departments within the executive branch (subject to the consent of the Senate);

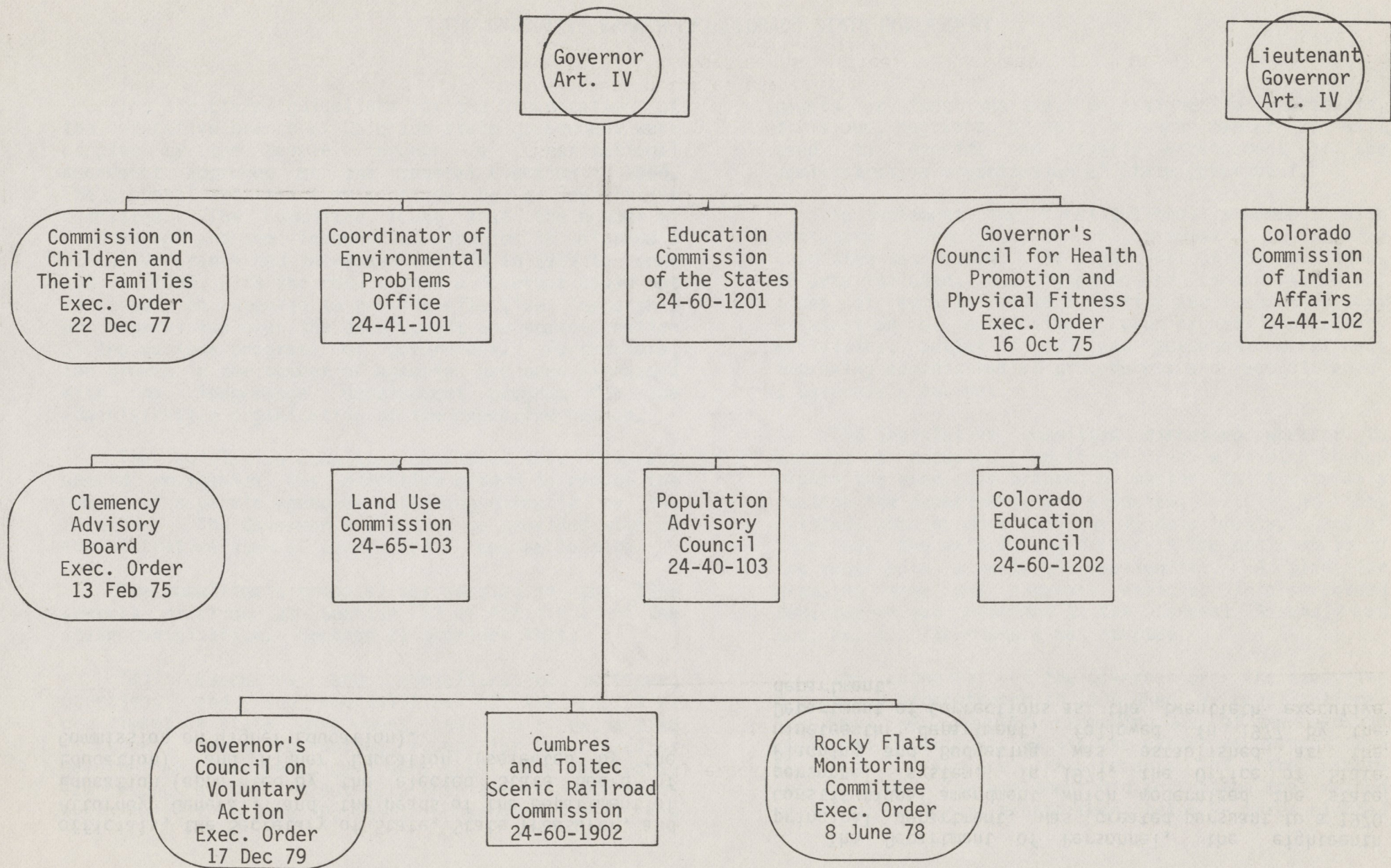
The Colorado Land Use Commission, established by the General Assembly in 1970, was first created to classify the land in the state and make recommendations. In 1974, the commission's task was changed to the development of a land use plan and implementation. In 1974, the role of the agency was again changed with the adoption of H.B. 1041, which gave the commission the task of issuing guidelines for the development of areas and activities of local state concern and assisting local governments with their regulatory schemes.

Office of the Lieutenant Governor

-- appointing temporary house commissions, unless otherwise provided;  
-- directing interstate relations under the direction of the Governor;  
-- establishing councils or commissions established within the office of the Governor. A seven member population advisory council conducts research and makes recommendations to the Governor and the General Assembly regarding state population problems and needs. A coordinator of environmental problems is established within the Governor's office. Pursuant to the provisions of the Interstate Compact for Educational Cooperation, Colorado is a member of the Education Commission of the States. By law, a Colorado Education Council has been created which is composed of the members of the commission and other persons appointed by the Governor. Pursuant to provisions of the Cumbres and Toltec Scenic

Established in 1975, the Lieutenant Governor serves as the second highest executive officer in the state, next to the Governor in the Governor's absence. Although the Lieutenant Governor has a variety of jobs at the discretion of the Governor, by statute, the Lieutenant Governor serves as chairman of the State School District Budget Review Board which reviews and acts upon requests from local school districts to exceed a revenue base authorized by the state school foundation act.

The Colorado Commission of Indian Affairs is established by law within the office of the Lieutenant Governor. The commission is charged with coordinating intergovernmental dealings between tribal governments and Colorado; investigating the needs of Indians; and providing assistance to these individuals.



## OFFICE OF THE GOVERNOR

Article IV of the Colorado constitution vests the Governor with the authority to "take care that the laws be faithfully executed". The constitution also directs that the Governor be commander-in-chief of the military forces of the state; appoint certain officers of the state; grant reprieves, commutations and pardons; convene the legislature on extraordinary occasions; adjourn the legislature; and approve or veto legislative bills.

The state statutes charge the Governor with responsibility for the following major duties:

- formulating and administering the policies of the executive branch, and resolving conflicts over policy administration;
- appointing the heads of the principal departments within the executive branch (subject to the consent of the Senate);
- appointing temporary house commissions, unless otherwise provided;
- administer interstate compacts under the direction of the office of the Governor.

There are a small number of statutorily established councils or commissions established within the office of the Governor. A seven member population advisory council conducts research and makes recommendations to the Governor and the General Assembly regarding state population problems and goals. A coordinator of environmental problems is established within the Governor's office. Pursuant to the provisions of the Interstate Compact for Education, Colorado is a member of the Education Commission of the States. By law, a Colorado Education Council has been created which is composed of the members of the commission and other persons appointed by the Governor. Pursuant to provisions of the Cumbres and Toltec Scenic

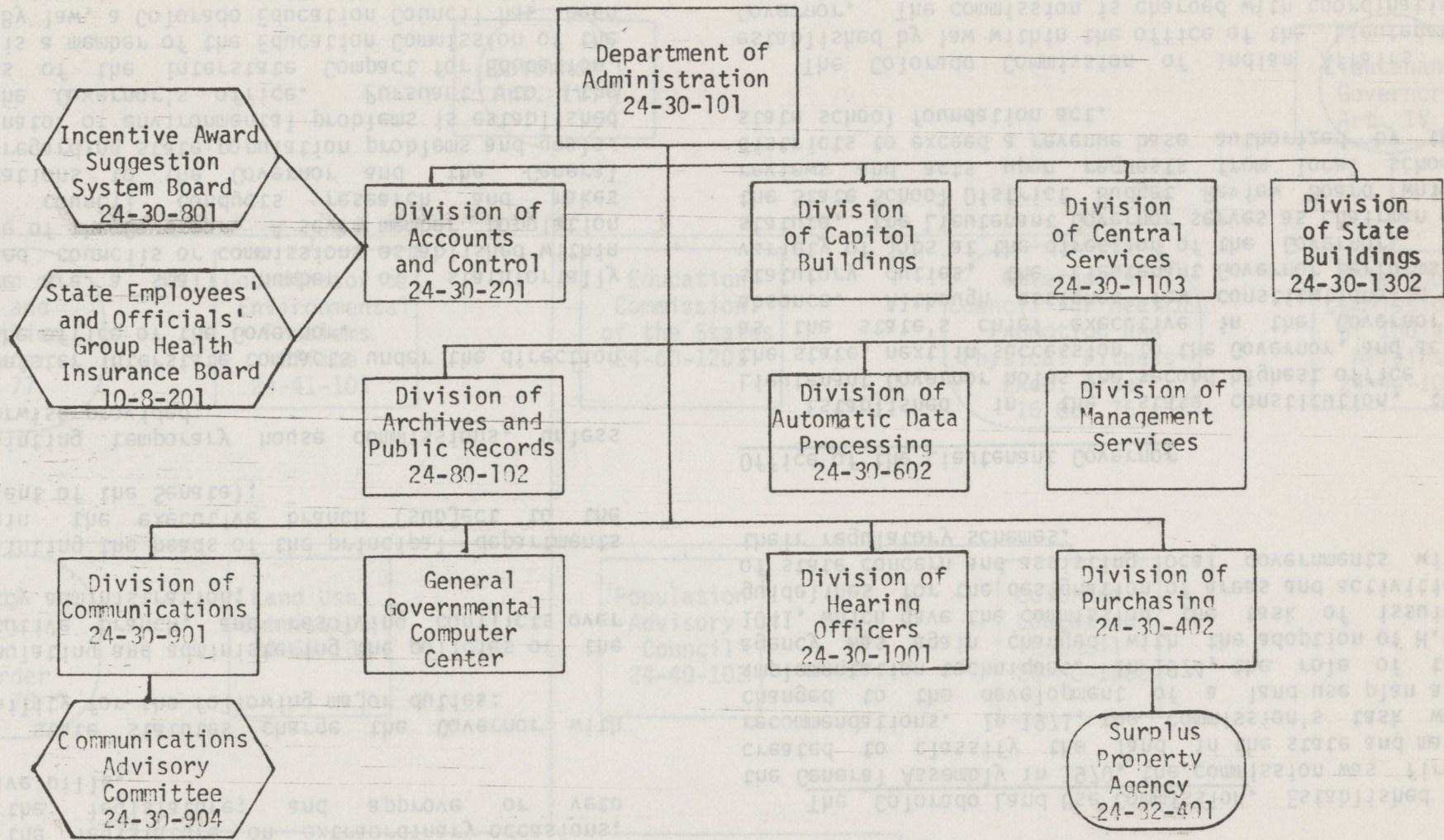
Railroad Compact, a compact commission has been established with two members representing Colorado. In 1979 a fuel conservation policy council was established by the General Assembly to provide advice to the Governor concerning the implementation of his fuel conservation powers.

The Colorado Land Use Commission. Established by the General Assembly in 1970, the commission was first created to classify the land in the state and make recommendations. In 1971, the commission's task was changed to the development of a land use plan and implementation techniques. In 1974, the role of the agency was again changed with the adoption of H.B. 1041, which gave the commission the task of issuing guidelines for the designation of areas and activities of state concern and assisting local governments with their regulatory schemes.

### Office of the Lieutenant Governor

Established in the state constitution, the Lieutenant Governor holds the second highest office in the state, next in succession to the Governor, and acts as the state's chief executive in the Governor's absence. Although assigned few constitutional or statutory duties, the Lieutenant Governor performs a variety of jobs at the direction of the Governor. By statute, the Lieutenant Governor serves as chairman of the State School District Budget Review Board which reviews and acts upon requests from local school districts to exceed a revenue base authorized by the state school foundation act.

The Colorado Commission of Indian Affairs is established by law within the office of the Lieutenant Governor. The commission is charged with coordinating intergovernmental dealings between tribal governments and Colorado; investigating the needs of Indians; and providing assistance to these individuals.



## DEPARTMENT OF ADMINISTRATION

The primary objectives of the department are to provide central administrative services to agencies of the executive branch, and to perform specified administrative controls for all agencies of state government.

The appropriation for the department totals approximately \$41 million. Approximately 575 people are employed by the department.

The Department of Administration was created in 1968. The major activities of the department are grouped into three principal areas: management techniques and services (planning and budgeting, management services, and personnel services), financial services (accounting services, and ADP services), and central services (facility and engineering services, and state general services).

Since 1968, a number of organizational changes have been made to the department by executive and legislative action: a) in 1970, the state personnel system was removed and established as a separate executive department; b) in 1969, the function of state communications coordinator was created and placed within the department; c) in 1974, the state budgeting function was established within a new department called the Office of State Planning and Budgeting; d) the Division of Public Works was abolished in 1975 and its functions transferred to the Office of State Planning and Budgeting; e) in 1976, a new Division of Hearing Officers was established; f) in 1977, the legislature recognized the Division of Central Services as a statutory division; and g) duties relating to public buildings were transferred to the department from the

Office of Planning and Budgeting by a 1979 legislative enactment.

### Principal Functions

Automated Data Processing. The statutory division of ADP is charged with approval of the acquisition of equipment by any state agency in addition to the study and assessment of data processing operations and planning for the ADP needs of the state. The division's statutory responsibility for establishing and maintaining ADP facilities has been assigned by the department head to the General Governmental Computer Center. The center provides services to over forty governmental agencies, including institutions of higher education and legislative staff. The center's director reports to the assistant director of the Department of Administration.

Accounts and Control. This function involves the management of the financial affairs of the state including the coordination of procedures for financial administration and control for all state agencies, integration of such procedures into a unified accounting system, the issue of warrants for the payment of state debts, promulgation of fiscal rules, and the distribution and administration of payroll and benefits for state employees.

The division in conjunction with the Office of State Planning and Budgeting, distributes annuitants' health and life insurance, workmen's compensation insurance premiums, employees' emeritus retirement, retirement benefits for school and municipal employees,

employment security payments, salary survey adjustments for state employees, staff salary increases for the Departments of Education and Higher Education, and anniversary increases for state workers.

Purchasing. The Division of Purchasing secures or monitors the purchase of supplies, equipment, and commodities required by various state agencies. The division also warehouses surplus property.

State Archives. As directed by statute, the Division of Archives is responsible for a) a state-wide records management program; b) destruction of records of limited value; and c) preservation of legal, administrative, historical and other research records of value.

Central Administrative Services. The purpose of this division is to provide centralized printing, mail-messenger, office supplies, motor pool, and microfilm for state agencies (particularly those in the Denver Metro area) at a cost that is competitive with private enterprise and less than the agency can provide itself.

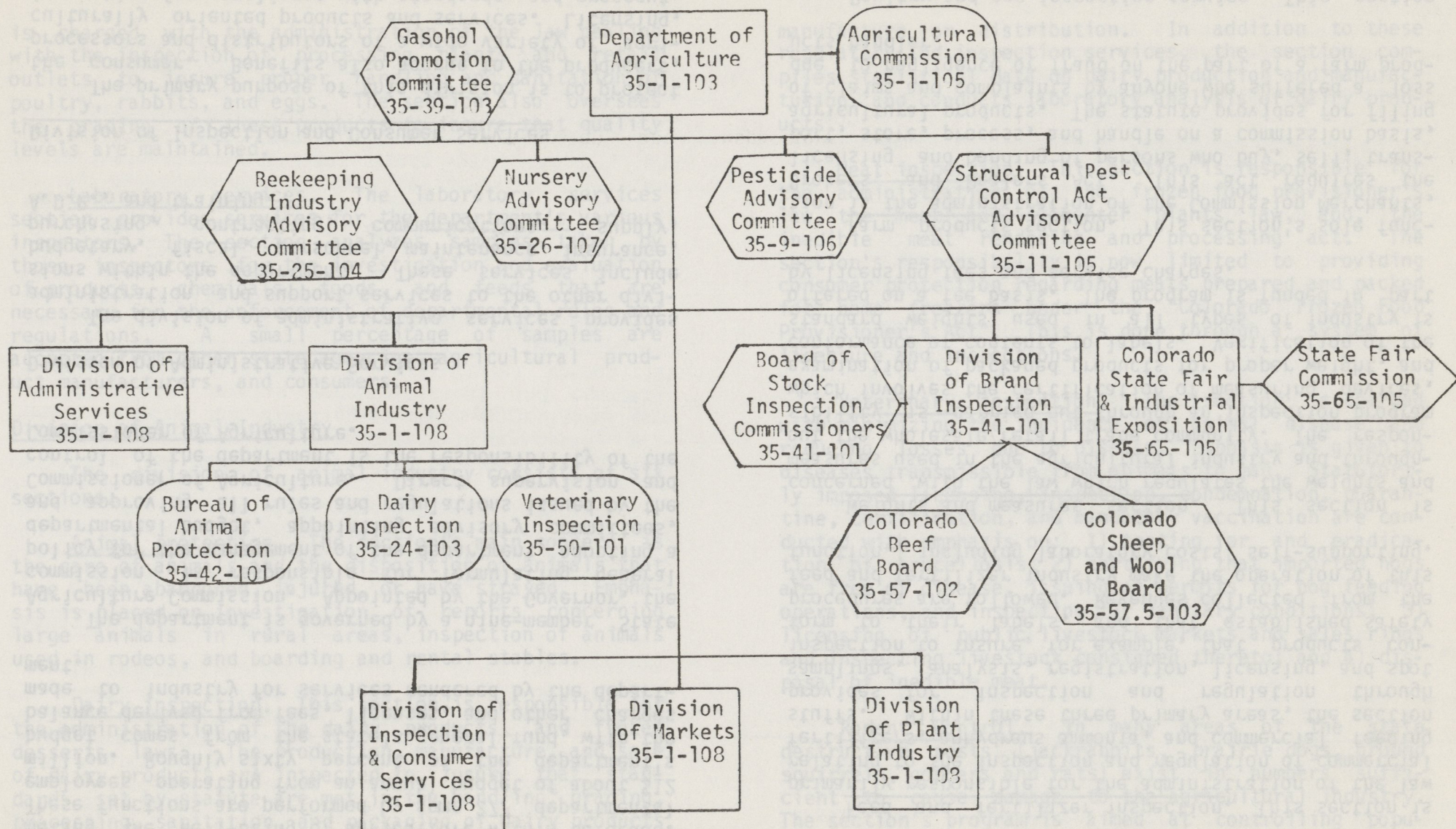
Communications Coordination. This program, administered by a separate division within the department, is responsible for the overall planning, coordination, and liaison among the agencies of state, federal, and local government that use or are directly connected with the state's telephone and microwave communications system.

Hearing Officers. By action of the General Assembly a hearing officers pool has been created in the department to serve the needs of agencies within the executive branch (primarily the departments of regulatory agencies, labor and employment, institutions, personnel and social services). Hearing officers are used by these agencies to rule on cases typically involving license revocations, compensation claims, employees grievances, and welfare claims.

Capitol Buildings Maintenance. This function involves maintenance of all buildings and grounds in the capitol buildings area.

The department's duties relating to public buildings have been assigned to the Division of State Buildings, a division created by administrative action. The duties of the division fall into two categories: with regards to the administration of public buildings, the division establishes standards for the allocation of space and equipment; assigns space for the executive branch in the capitol buildings group; maintains an inventory of the state's real property; negotiates and executes leases on land, buildings, and space; and supervises the maintenance of buildings. With regards to public building construction, the division provides technical assistance to state agencies during the preliminary planning phase; develops approved lists of architects, engineers, consultants, contractors, and construction managers; develops standards and procedures of construction and inspection; and initiates budget requests for capitol construction.





## DEPARTMENT OF AGRICULTURE

The Colorado Department of Agriculture is primarily responsible for regulating the activities and promoting the well-being of agriculture within Colorado. These functions are performed by some 277 departmental employees operating from an annual budget of about \$12 million. Roughly sixty percent of the department's budget comes from the state's general fund, with the balance derived from fees, licenses, and other charges made to industry for services rendered by the department.

The department is governed by a nine-member State Agriculture Commission. Appointed by the Governor, the commission is responsible for formulating general policy for the management of the department, adopting a departmental budget, appointing advisory committees, and approving all rules and regulations issued by the Commissioner of Agriculture. Direct supervision and control of the department is the responsibility of the Commissioner of Agriculture.

### Division of Administrative Services

The division of administrative services provides administration and support services to the other divisions within the department. These services include budgetary, fiscal, personnel, maintenance, insurance, purchasing, contracting, communications, supply, A.D.P., and training.

### Division of Inspection and Consumer Services

The primary purpose of this division is to protect the consumer. Benefits also accrue to the producers, processors and distributors of a wide variety of agriculturally oriented products and services. Licensing, inspecting for compliance with standards, and prosecut-

ing violators are the primary areas of concern to the division. The division consists of five sections.

Feed and fertilizer inspection. This section is primarily responsible for the administration of the law relating to the inspection and regulation of commercial fertilizers, anhydrous ammonia, and commercial feeding stuffs. Within these three primary areas, the section provides for inspection and regulation through samplings, analysis, registration, licensing, and spot inspection to insure, for example, that products conform to their labels, and that established safety procedures are followed. Revenues collected from the feed and fertilizer industry make the operation of this function, including laboratory costs, self-supporting.

Weights and measures section. This section is concerned with the law which regulates the weights and measures used in the agricultural industry and throughout the wholesale/retail trade community. The responsibility is carried out through an inspection program which involves the certification of measuring devices, examination of packaged products for proper weight, and conformance of contents to labels. Verification of the standard weights used in all types of industry is offered on a fee basis. The program is funded in part by licensing fees and service charges.

Farm products section. This section's sole function is the administration of the Commission Merchants, Brokers, and Dealers Act. This act requires the licensing and bonding of persons who buy, sell, transport, store, process, and handle on a commission basis, agricultural products. The statute provides for filing of claims and complaints by anyone who suffered a loss due to negligence or fraud on the part of a farm products handler.

Poultry and egg inspection service. This section

is charged with the administration of the law dealing with the inspection of processing plants and retail outlets to insure proper handling and sanitation of poultry, rabbits, and eggs. The section also oversees the grading of these products to insure that quality levels are maintained.

Laboratory services. The laboratory services section provides services for the department's various inspectors. The section analyzes samples taken by those inspectors for the investigation and evaluation of products, chemicals, foods, and feeds that are necessary for the enforcement of departmental rules and regulations. A small percentage of samples are accepted from other state agencies, agricultural product manufacturers, and consumers.

#### Division of Animal Industry

The division of animal industry consists of six sections.

Animal protection. The section's main concern is the care of animals and the disposition of animals that have been abandoned, injured, or have strayed. Emphasis is placed on investigation of reports concerning large animals in rural areas, inspection of animals used in rodeos, and boarding and rental stables.

Dairy inspection. This section is responsible for the administration of the dairy products, and frozen desserts laws. The production, manufacture, and sale of dairy products are inspected to insure that standards set by statute are met in the handling, grading, processing, sanitation, and packaging of dairy products (other than milk for human consumption which is inspected by the state health department). The section is also responsible for the licensing of persons engaged in handling milk or cream for sale, shipment,

manufacture or distribution. In addition to these regulatory and inspection services, the section compiles statistical data on dairy production and manufacturing and conducts laboratory analysis of dairy products.

Meat inspection. This section is responsible for the administration of the frozen food provisioner's law, the meat and slaughter plants law, and, the inedible meat rendering and processing act. The section's responsibility is now limited to providing consumer protection regarding meats prepared and packed for home freezers under the "Colorado Frozen Food Provisioner's Act". This is done through a system of licensure and inspections.

Veterinary inspection. The section is charged with minimizing the incidence of animal disease and reducing losses due to disease. Emphasis is given to diseases transmissible from animals to man. Statutorily imposed licensing, inspection, condemnation, quarantine, certification, and mandatory vaccination are conducted with emphasis on: 1) testing for and eradication of brucellosis; 2) certifying that imported hogs are free of disease, issuing of permits for hog feeding operations, and inspecting for sanitary conditions; 3) licensing of public livestock markets and sales rings and inspecting livestock consigned thereto; and 4) disposal of inedible meat.

Rodent Control. In many areas of the state destructive pests (jackrabbits, prairie dogs, ground squirrels, gophers and rats) exist in numbers sufficient to cause damage to the agricultural industry. The section's program is aimed at controlling populations of pests. The section fulfills this responsibility through controlling services which include the issuing of permits for control to local governments, and the mixing and distribution of rodent bait.

Predatory animal control. This section is the administrative agency concerned with control programs on a state basis. Predatory animals include coyotes, wolves, mountain lions, and bobcats. County general fund monies and voluntary livestock grower assessments are transferred to a state predatory animal fund for execution of the program. Colorado law allows counties to assess license fees on sheep and cattle owners for county program usage.

Division of Markets

The division of markets has three sections: fruit and vegetable inspection; market news; and agriculture statistics. The Marketing Act of 1939 establishes the charter for the division. The act states in part:

"It is hereby declared to be the policy of this state to aid agricultural producers in preventing economic waste in the marketing of their agricultural commodities, to develop more efficient and equitable methods in the marketing of agricultural commodities and to aid agricultural producers in restoring and maintaining their purchasing power at a more adequate, equitable and reasonable level."

The market news section provides assistance to Colorado's agricultural industries in three areas: (1) technical assistance in the establishment, organization, operation and management of marketing orders and associations, commodity and trade organizations, and cooperatives and farm organizations; (2) collection, analysis and publication of market activity information for the livestock, fruit and vegetable, and poultry and eggs markets; and (3) the dissemination of market related information to customers.

Fruit and vegetable inspection. Fresh fruits and vegetables are inspected and certified upon request or

by statutory mandate. Inspection involves measurement and evaluation of quality, condition, and size. Inspection is based on federal and/or state uniform standards. Beginning July, 1977, the division requires a license for the operation of a controlled atmosphere storage facility for apples.

The division is also responsible for the law requiring the collection and dissemination of agricultural statistics. This program is a cooperative activity with the United States Department of Agriculture, and involves the compiling of statistical data on the production, pricing, and marketing of agricultural products in Colorado.

Division of Plant Industry

The division of plant industry contains four sections. Collectively, these sections provide consumer protection through the inspection and regulation of nursery products, greenhouse operations, landscape contractors, seeds, pesticide products, pesticide applicators, honeybees and bee products, and the control of insect pests, plant disease and noxious weeds. The division has established an inspection program with a pool of inspectors who perform services for all sections within the division.

Seeds, pest districts and apiary. Seed inspection involves sampling and analyzing (at wholesale and retail levels) agricultural seeds to guarantee that weed seed content is within limits and germination will occur as claimed. Beekeepers are licensed and their places of business are subject to sanitation inspection for disease detection and control. The section licenses all county weed inspectors and provides technical and advisory assistance to weed and pest control districts formed at the local level. In addition, the section operates a grasshopper control program.

Pesticides, applicators and structural pest control. The pesticide programs are primarily licensing and registration laws. All pesticides used or sold in Colorado must be approved and registered prior to their sale. Pesticide dealers are licensed and inspected to insure that regulations are followed and the products they carry conform to established standards. Commercial pesticide applicators are licensed after examination. Their equipment is registered and periodic inspections and samplings are carried out on all licensed firms to insure compliance with the law. Persons involved in structural pest control are licensed and inspected in much the same manner as commercial applicators. Private applicators are not licensed by the state.

Biological control. Commonly referred to as the insectary, this section is located in Palisade, Colorado, and is basically concerned with development of biological control methods, i.e., use of one organism to control another. Increased emphasis on biological control methods development is intended to provide an alternative to the need for chemical pesticides to control plant and insect pests.

#### Board of Stock Inspection Division

The board, statutorily referred to as the Division of Brand Inspection, contains the following agencies which are only loosely affiliated with one another and with the division itself.

State board of stock inspection commissioners and the office of brand commissioner. The board is composed of five commissioners appointed by the Governor. The board in turn appoints a brand commissioner to carry out the board's policies. The programs of this agency are cash-funded, and are designed to verify the identity and legal title to livestock whenever and

wherever required.

Colorado beef board. The beef board is composed of eight members appointed by the Governor. By statute, the board is directed to encourage and maintain the sale and consumption of Colorado beef, and develop programs to enhance the public awareness of Colorado beef. The Colorado beef promotion board is a cash funded program supported entirely by assessments on cattle producers, packers, purveyors, cattle feeders, and dairymen.

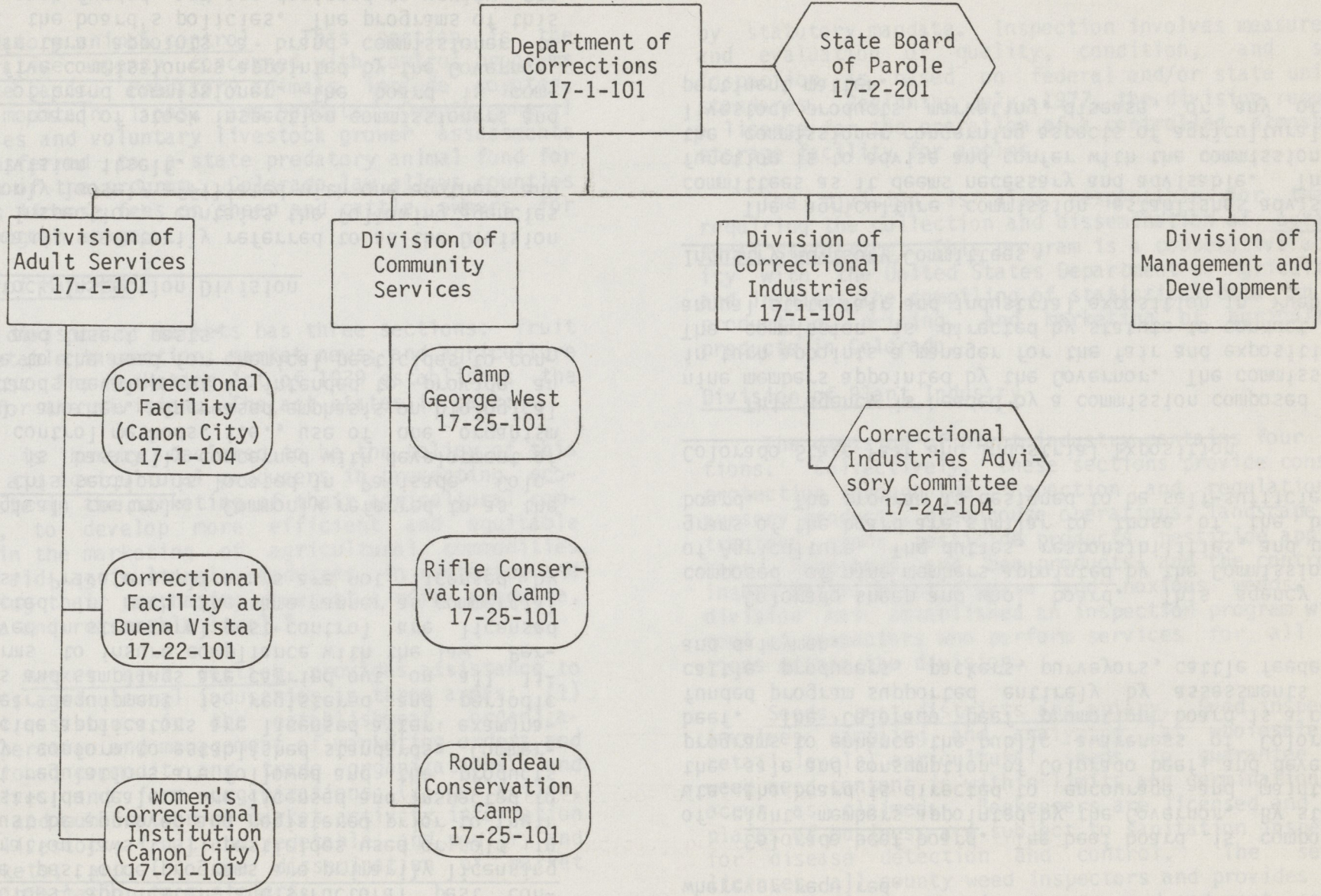
Colorado sheep and wool board. This agency is composed of nine members appointed by the Commissioner of Agriculture. The duties, responsibilities, and programs of the board are similar to those of the beef board. The program is designed to be self-sufficient.

#### Colorado State Fair and Industrial Exposition

This agency is headed by a commission composed of nine members appointed by the Governor. The commission in turn appoints a manager for the fair and exposition. The commission is directed by statute to conduct the annual state fair and industrial exposition in Pueblo.

#### Industry Advisory Committees

The agriculture commission establishes advisory committees as it deems necessary and advisable. Their function is to advise and confer with the commission or the commissioner concerning aspects of agricultural or livestock products, marketing, disease, or any other pertinent matter.



## DEPARTMENT OF CORRECTIONS

The adult corrections system in Colorado is organizationally the responsibility of the state, both executive and judicial branches, and local government. Probation is a state function in the judicial branch. Community corrections programs are funded through and administered by the judicial department but operated by local units of government and nongovernmental agencies. Jails are administered by local government. State institutions, transitional community correctional facilities and parole are administered by the Department of Corrections within the executive branch. Pretrial release programs may be administered by the district court, the sheriff's department, local government or nongovernmental agencies.

The Department of Corrections was established on August 1, 1977, as the twentieth executive department within the executive branch of state government. Prior to that date, most of the functions of the new department were performed within the Department of Institutions.

There are nearly 1,120 state employees working at the various facilities within the department. The department operates on a budget of over \$47 million. There are two statutory divisions within the department, a Division of Adult Services and a Division of Correctional Industries. A Division of Management and Development has been established by administrative action.

The executive director of the department is charged with overall management and control of the correctional institutions within the department, and with the development of programs within these institutions. He is directed to consult with the division directors and superintendents of the various facilities in the development of long-range institutional needs. The executive director has the authority to transfer inmates between the penitentiary

and the reformatory and to contract with other states, the federal government, and other political subdivisions for the confinement of female offenders at the women's correctional institution at Canon City.

### Division of Adult Services and Division of Community Services

The functions performed by these divisions range from overall management of the several correctional facilities under the department's jurisdiction to the more specific areas of inmate initial diagnosis, housing, security, academic education, and medical and mental health services. The institutional facilities within the divisions, classified from a security standpoint, are as follows:

Maximum Security -- diagnostic program, Canon City and Buena Vista; maximum security at Canon City; and women's correctional institution at Canon City.

Close Security -- medium security at Canon City; women's correctional institution at Canon City; and the state reformatory at Buena Vista.

Medium Security -- women's correctional institution at Canon City; Golden Correctional Center; Delta Correctional Center; Rifle Correctional Center; and the Arboles Mobile Camp.

The divisions are also responsible for the Bails Hall, Grand Junction; and Ft. Logan pre-release centers; and contractual pre-release services.

Pursuant to law, all offenders newly committed to the department, parole violators, and referrals for reevaluation are evaluated in order to determine the most appropriate place of confinement. This diagnostic program is centrally administered with facilities located at Canon City and Buena Vista.

-21

Minimum security facilities (correctional centers). A minimum security facility (also called a correctional center) is a facility which has at least one physical barrier between offenders and freedom. Such a facility has a less restrictive setting than the Canon City or Buena Vista facilities, but a more restrictive setting than community correctional facilities. By statute, permanent minimum security facilities cannot exceed a capacity of one hundred twenty inmates. The Golden, Rifle, and Delta correctional centers are examples of such facilities. The objective of these centers is to provide work-training projects in cooperation with federal, state, and local government agencies. A major emphasis of the program is outdoor maintenance and conservation projects.

Pre-release centers. The Bails Hall Work Release facility in Denver, the Grand Junction work and educational release facility, and the Fort Logan Community corrections facility are established to enable selected offenders to participate in work and educational release.

Parole. By statute, the division is responsible for the administration of the state's adult parole program. The division director is authorized to appoint five assistant directors of adult services, one to be located within each congressional district of the state. The division keeps a complete record for all domestic as well as interstate parolees. The division director has the power to suspend paroles between meetings of the state board of parole.

The State Parole Board -- four full-time state employees appointed by the Governor -- has the responsibility, within statutory parameters, for reviewing and ruling on applications for parole, holding hearings and revoking parole, and hearing requests for transfers from one institutional facility

to another and making a recommendation to the executive director of the department regarding the request.

Community corrections. This function is primarily a residential alternative to state correctional institutions. The Department of Corrections, through the office of parole and community services operates a small number of residential community corrections programs and administers the funds to contract with public and private residential programs.

#### Division of Correctional Industries

By creating this statutory division within the department, it was the intent of the General Assembly to establish a self-supporting organization, which is profit-oriented, and which assumes responsibility for training offenders in work habits, work skills, and specific training skills that increase their employment prospects when released. A correctional industries advisory committee consisting of the state treasurer, two members of the General Assembly, two departmental directors from the executive branch, two representatives from organized labor, and two representatives from the business community, considers the feasibility of establishing an industry and the effect it will have on private business, before any industry is established. The committee's decision takes the form of a recommendation to the division director. Established programs within the division include a piggery, a dairy, an egg farm, cannery, print shop, a program of removing beetle infected trees, and the manufacture of license plates and office dividers.

#### Division of Management and Development

This division is an administrative organization established to supervise all staff operations in the Department of Corrections.



State Board of Education  
Art. 9

Department of Education  
24-1-115

Advisory Committee on the Educational Accountability Act  
22-7-103

Advisory Council for Career Education  
22-3-106

Advisory Committee for Exceptional Children  
22-20-104

State School District Budget Review Board  
22-50-107

Professional Practices Commission  
22-65-104

Office of Field Services

English Language Proficiency  
24-1-115

Colorado School for the Deaf and the Blind  
22-80-102

Advisory Board  
27-35-104

State Library  
24-90-104

State Publications Depository  
24-90-201

Office of Management Services

## DEPARTMENT OF EDUCATION

The primary objectives of the State Department of Education are: assisting citizens in achieving their maximum potential through leadership and support services to local school districts; stimulating the provision of library services; and distributing in an efficient manner state and federal aid moneys to local districts.

Section 1 of Article IX of the State Constitution provides that "the general supervision of the public schools of the state shall be vested in a board of education whose powers and duties shall be as now or hereafter prescribed by law." To implement this mandate, the State Department of Education, under the direction of an elected State Board of Education, is engaged in a broad range of activities within ten functional categories. The State Board's authority has never been defined to include directing or prescribing a program or curricula, but instead the board and the department, by statute, have been authorized to assist and provide leadership to local school districts in establishing, improving, and extending local programs. Colorado has established and delegated to a separate structure of governmental units -- independent school districts -- the responsibility for providing public education below the college level.

There are two major components of the department's activities, administration and distribution. Administration costs are primarily personnel costs while distributions are state and federal aid programs to local districts. During the last decade there have been changes in the focus of federal funds, substantial increases in state financial aid, and, with one

exception, minor changes in the functions performed by the department's administrative staff. With the adoption of H.B. 1052 during the 1977 Session of the General Assembly the major function of administration of the State's School for the Deaf and the Blind was transferred from the Department of Institutions to the Department of Education.

### Principal Functions

The functions of the department can be divided into ten major categories. The first six categories implement the goal of leadership and support services to local districts and administration of the School for the Deaf and the Blind. The remaining functions relate to distribution of dollar aid programs to local districts.

Administration of the Department and Board Expenses. This category of expenditures relates to the constitutional and statutory duties and activities of the State Board of Education, the Commissioner of Education and his staff. Staff activities include state level educational policy research, planning, budgeting, budget monitoring, and evaluation, as well as internal administrative services including accounting, personnel, and general office support.

Assisting Local Planning and Management. This program seeks to increase the effectiveness of policy making by school boards and improve the administrative capabilities of districts. Activities include financial and legal consultative services, and

assistance with state accountability and accreditation programs.

Improving Local Instruction. This activity includes state assistance to local districts in the area of migrant education, adult basic education, career education, education of the handicapped, and teacher certification.

Noninstructional Support Services. This program provides consultative and coordination services to and among the districts. Presently the only service provided is food service and maintenance of this program is required to obtain federal school lunch funds.

Library Administration. The State Library is the coordinating agency for statewide library development. Funding for this activity provides for staffing of the State Library, reference and research to state officials, library services to the blind and physically handicapped, film lending services through local libraries, and consultative services to the public and state institutional libraries. In 1980, the General Assembly created a state publications depository and distribution center as a section of the State Library to provide for the collection and distribution of and public access to state publications.

Administration of the State School for the Deaf and the Blind. Transferred from the Department of Institutions by action of the legislature during the 1977 Session, this state educational facility located in Colorado Springs serves children of the state who,

by reason of the impairment of their sense of hearing or of sight, cannot be advantageously educated in the other schools of the state. The State Commissioner of Education serves as supervisor of the school.

School District Distributions. This program provides financial support to local districts for special categorical programs approved by the legislature: education of the handicapped, emeritus retirement, boards of cooperative services, and bilingual/bicultural education.

Library Distributions. This is financial support to interjurisdictional library cooperatives and local public libraries. Through this program libraries throughout the state serve as access points to reach information resources in other areas of the state. In addition, special purpose grants are made to encourage innovative programs within and between libraries of the state.

Public School Foundation Program. This is the distribution program for minimum equalization, small attendance centers, transportation, and contingency reserve. Over \$600 million instate funds are distributed to local school districts.

Supportive Programs. This activity provides consulting services and program funds to local districts under federal program titles such as the Elementary and Secondary Education Act and Highway Safety Act (driver education).

Department of Health  
25-1-102

State Board of Health  
25-1-103

Air Quality Control Commission  
25-7-104

Air Quality Hearing Board  
25-7-116

Air Pollution Variance Board  
25-7-114

Emergency Medical Services Advisory Council  
24-35-104

Committee on Hazardous Waste Regulation  
25-15-302

**Additional Divisions, but without Statutory Directive**

- Air Pollution Control
- Disease Control and Epidemiology
- Radiation Control
- Waste Management
- Laboratory
- Emergency Medical Services
- Family Health Services
- Administrative Services
- Consumer Protection
- Water Quality Control
- Health Policy Planning and Evaluation
- Health Facilities Regulation
- Health Statistics and Vital Records

Health Facilities Review Council  
25-3-402

Water Quality Control Commission  
25-8-201

Radiation Advisory Committee  
25-11-105

Cancer Advisory Council  
12-30-105

Division of Administration  
25-1-102

Division of Alcohol and Drug Abuse  
25-1-102

Advisory Council  
25-1-203

Plant Operators' Certification Board  
25-9-103

Office of State Registrar of Vital Statistics  
25-2-103

State Chemist  
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## DEPARTMENT OF HEALTH

For administrative purposes, the functions of the Department of Health are grouped under four offices: Office of Health Protection, Office of Medical Care Regulation and Development, Office of Medical Care Services, and Office of Administration and Support. The department operates on a \$62 million annual budget and employs approximately 690 people.

### Office of Health Protection

This office is responsible for assuring a healthy working and living environment; protecting people against exposure to communicable diseases; and, establishing preventive health services. These responsibilities are carried out through the five major programs summarized below.

Air Pollution Control Division. The Colorado Air Pollution Control Act of 1970 (with amendments adopted in 1979 and 1980 necessitated by amendments to the federal "Clean Air Act") recognized air pollution as a matter of statewide concern. An Air Quality Control Commission is established in addition to the division. The Commission has the primary responsibility for developing and maintaining a comprehensive program for the prevention, abatement, and control of sources of air pollution within the state. The division is responsible for identifying the nature of air pollution problems and for implementing measures to prevent, control, and abate pollution sources.

In 1980, the General Assembly adopted Senate Bill 52 which provides for an automobile inspection and readjustment program applicable to 1968 and newer model motor vehicles registered in the counties of Boulder,

Douglas, Jefferson, and the City and County of Denver. Portions of the counties of Adams, Arapahoe, El Paso, Larimer, and Weld are also included in the program. Beginning July 1, 1981, government-owned motor vehicles and motor vehicles experiencing a change in title are requested to be inspected, and, if the vehicle does not meet applicable standards, be adjusted as provided in Air Quality Control Commission regulations. Beginning January 1, 1982, all motor vehicles are required to be inspected annually and, if the vehicle does not meet the applicable standards, be adjusted as provided in Air Quality Control Commission regulations.

The AIR Program is scheduled to terminate on January 1, 1988. Prior to that date, the Legislative Audit Committee is directed to conduct a performance audit of the program. In addition, a standing committee in both the House and Senate is required to hold a public hearing regarding the effectiveness of the program.

Water Quality Control Division. The Water Quality Control Act of 1981 established a control commission as a policy making body with authority for prevention, control, and abatement of water pollution throughout the state. Under Colorado law and the federal Clean Water Act of 1977, the division has the responsibility to support the commission and to implement, administer and enforce the water quality management and control programs.

Radiation and Hazardous Wastes Control Division. This program is given responsibility by law for preventing risks to health from all sources of ionizing radiation. This responsibility is carried out by regulatory control of radioactive material and

radiation producing machines; surveillance and evaluation of nuclear facilities; emergency response to accidents involving radioactive materials; stabilization of uranium mill tailings; and assessment of those exposed to radioactive materials.

Disease Control and Epidemiology Division. This division is made up of three units: communicable disease control, venereal disease control, and chronic disease control. Colorado law charges the department with the investigation and control of the causes of epidemic and communicable diseases affecting the public health. This is done by surveillance of disease incidence and prevalence through disease reporting systems, and epidemiologic investigation of confirmed disease outbreaks. The department also institutes appropriate control measures and disseminates information to local health departments.

The department, in cooperation with local public and private health agencies, administers a venereal disease program which assures diagnosis and treatment of infected individuals, case findings, and surveillance of venereal diseases.

Colorado law charges the department with the prevention of disease in general. The program used the science of epidemiology to determine the causes and methods of prevention and control of disease and conducts epidemiologic investigations to determine the causes of unusual incidence rates of diseases and the effects of hazardous materials in specific environments on the health of those living or working around the materials.

Consumer Protection Division. This program was

established to enforce sanitary standards which are sufficient to control and prevent food and vector borne diseases that are capable of causing great economic and physical losses. The program also enforces standards which will eliminate unsanitary and substandard housing affecting the quality of health of Colorado citizens.

Waste Management Division. Although the state's role in the management of hazardous waste is limited, boards of county commissioners have the greatest responsibility in the selection of hazardous waste disposal sites, the state is directed by statute to assume several responsibilities including the following: receive and dispose of wastes which cannot reasonably be handled by commercial agencies; establish criteria for the engineering design and operation of hazardous waste disposal sites and advise boards of county commissioners in their consideration of applications for local disposal sites; and provides technical assistance on disposal sites.

#### Office of Medical Care Regulation and Development

Within this office are the programs that plan, regulate and seek to develop the medical care system of the state. The office contains three divisions.

Health Policy Planning and Regulation and Development. This unit provides information and analysis to the Health Facilities Review Council and the Hospital Rate Commission. The unit coordinates health planning efforts in the state by collecting and analyzing data, by enunciating policy to be followed by local planning bodies, and by determining which facilities and services are needed.

Health Facilities Regulation. This division surveys health facilities for the purpose of licensure, inspects nursing homes to certify their adequacy to receive Medicare and Medicaid reimbursement, and reviews construction projects to assure their compliance with fire and safety codes. The division works closely with the Health Facilities Review Council in administering the State Certificate of Public Necessity law; with the Department of Social Services in assuring quality of care for Medicaid patients; with the Division of Mental Health in licensing facilities operated by that division; with the Division of Developmental Disabilities to assure that institutional care is appropriate; and with the Attorney General on the enforcement of state standards.

Health Statistics and Vital Records Division. This division handles three functions. The Vital Records section serves as the State Office of Vital Statistics with responsibility to register all births, deaths, marriages, and marriage dissolutions. The division's health information program, when fully developed, will include data on health facilities, manpower and services. The Public Health Statistics section tabulates, analyzes, and publishes vital statistics and other health data.

Emergency Medical Services Division. The goal of this program is to effect a significant reduction in the number of premature deaths and decrease disability and the length of hospitalization of victims by an effective emergency system. The department works in close cooperation with the Division of Communications, the Division of Highway Safety, and the State Board of Community Colleges and Vocational Schools.

#### Office of Health Care Services

This office is responsible for assuring the availability of health and medical care services including treatment services, prevention and reduction of health risks, health education and innovations in health services delivery systems.

Alcohol and Drug Abuse Division. The program is charged with responsibility to reduce dysfunctional use of alcohol and drugs among the state's problem drinkers and drug abusers and to diminish costly socioeconomic problems involving substance abuse. The division administers programs in conjunction with the Division of Mental Health, Department of Corrections, Department of Education, and Division of Highway Safety.

Family Health Services Division. This division includes the Handicapped Children, Women's and Children's Health Services, Migrant Health, and Dental Health sections. The division is responsible for assuring statewide availability of quality health and medical care services for families and individuals; evaluating health needs; and promoting health education and prevention.

The Family Health section provides directly or through contractual arrangements, prenatal and maternity care, nutrition and food supplement programs, specialized developmental evaluations for children, screening, and preventive care for children.

The Handicapped Children section provides diagnosis and treatment services for physically handicapped children between birth and 20 years of age whose families cannot afford the cost of care. The

Family Planning section provides family planning health services including examinations, supplies, counseling, and patient education.

The Dental Health section administers: orthodontic treatment to low income children with dento-facial handicaps; community dental health education and prevention programs; community water fluoridation and fluoride mouth rinse programs; and the Old Age Pensioners Dental Program.

The Migrant Health section provides health, medical, and dental care to migratory and seasonal farm workers and their families. The program provides direct nursing services through decentralized staff and contracts with community agencies.

Other Services. Also within the office are programs concerned with the development and strengthening of local health resources with emphasis on delivery of community health services to the rural, underserved, poor and migrants.

The Community Nursing section provides technical consultation to local public health nursing agencies. The program has direct responsibility for certifying home health agencies; providing professional supervision of the local county health nurses; and assuring quality of local community nursing services.

#### Office of Administration and Support

This office is responsible for the administrative functions and supporting services which are common to

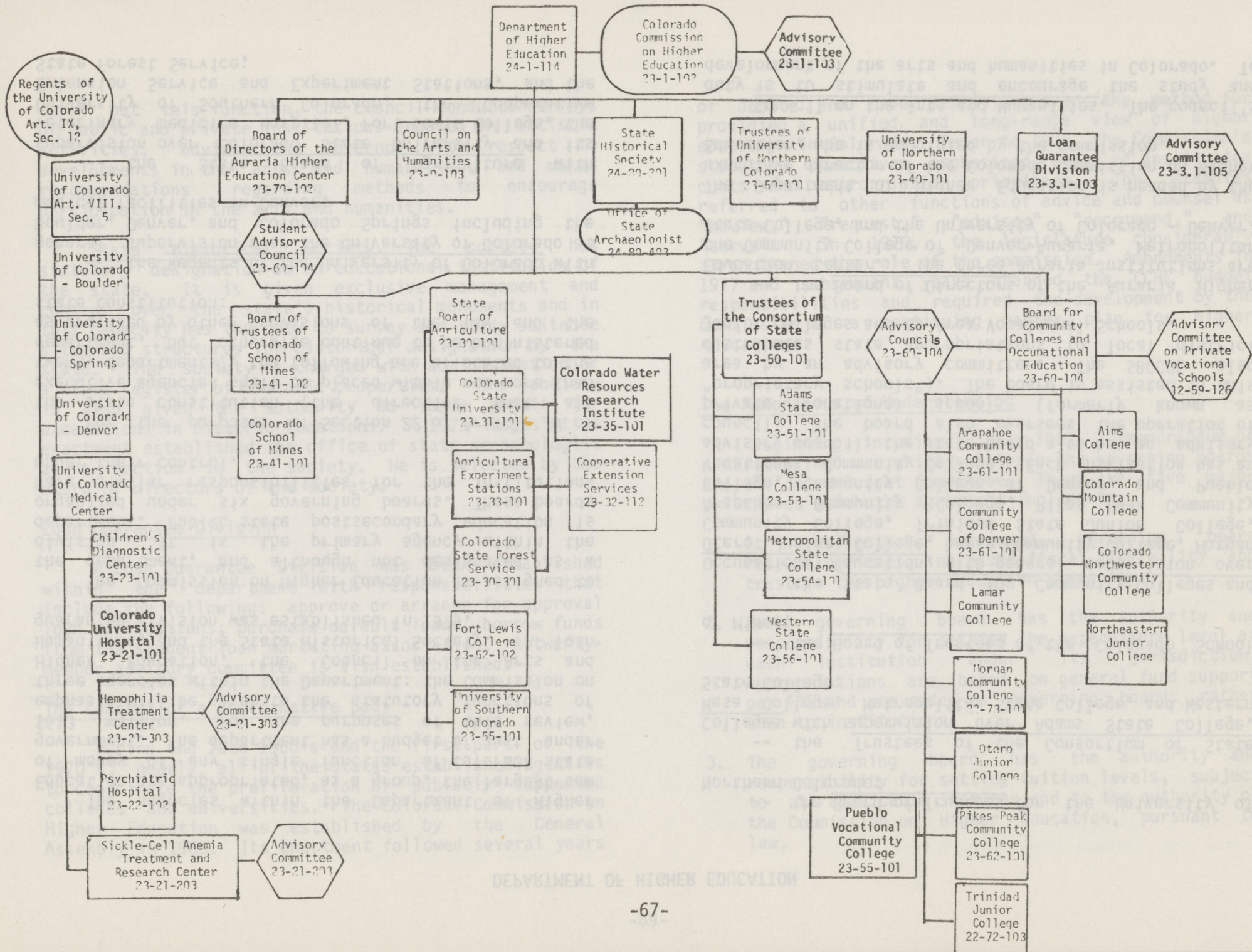
programs throughout the department. The Office of the Executive Director is included along with Local Health services, and the Laboratory and Administrative Services divisions.

Laboratory Division. The Laboratory division provides the analytical data needed to implement laws and regulations associated with: communicable disease control, venereal disease control, and milk and food sanitation; water quality control, including potable water, air pollution control, and radiological health and hazardous wastes, including solid waste disposal; prenatal blood tests and PKU screening; and drug addiction and blood alcohol determinations. Premarital blood tests are also performed by the Laboratory.

The Laboratory is responsible for the evaluation and certification of blood alcohol test facilities; syphilis serology laboratories; hospital and independent Medicare Laboratories; potable water test laboratories and milk testing laboratories. It also serves as a consultant and reference facility for all medical and environmental laboratories in the state.

There are branch laboratories in Alamosa, Grand Junction, and Durango.





DEPARTMENT OF HIGHER EDUCATION

The agencies within the Department of Higher Education are appropriated, as a group, the largest sum of money of any single function of Colorado state government. The department has a budget of just under \$613 million. For the purposes of this review, emphasis will be given to the statutory functions of three agencies within the Department: the Commission on Higher Education, the Council on the Arts and Humanities, and the State Historical Society. A loan guarantee division was established in 1979.

The Commission on Higher Education is assigned to the department, and although not designated as a division, it is the primary agency within the department. Public state postsecondary education is organized under six governing boards. These boards have similar responsibilities for the institutions under their control.

For the purposes of Section 22 of Article IV of the state constitution (the directive that all executive agencies shall be placed within not more than twenty departments), the following are allocated to the department, but otherwise continue to be administered as provided by other provisions of the law and the state constitution:

-- the Regents of the University of Colorado with general supervision over the University of Colorado at Boulder, Denver, and Colorado Springs including the medical facilities in Denver;

-- the State Board of Agriculture with supervision over Colorado State University and its veterinary medicine hospital, Fort Lewis College, the University of Southern Colorado, the Cooperative Extension Service and Experiment Stations, and the State Forest Service;

-- the Board of Trustees for the University of Northern Colorado;

-- the Trustees of the Consortium of State Colleges with supervision over Adams State College, Mesa College, Metropolitan State College, and Western State College;

-- the Board of Trustees of the Colorado School of Mines;

-- the State Board for Community Colleges and Occupational Education, with general supervision over Otero Junior College, Lamar Community College, Morgan Community College, Trinidad State Junior College, Arapahoe Community College, Pikes Peak Community College, Community College of Denver, and Pueblo Vocational Community College. Each institution has an advisory council; the state board also has an advisory council. The board also oversees the operation of private vocational schools (formerly known as "proprietary schools"). The board is assisted in this area by an advisory committee. The SBCCOE also distributes state appropriations to local district junior colleges and to Area Vocational Schools.

-- the Board of Directors of the Auraria Higher Education Center. The three Auraria institutions are the Community College of Denver-Auraria, Metropolitan State College, and the University of Colorado - Denver.

The Department of Higher Education is headed by the executive director of the Colorado Commission on Higher Education, who is appointed by the commission.

Council on the Arts and Humanities. The council's duty is to stimulate and encourage the study and development of the arts and humanities in Colorado. To

carry out this function, the council conducts surveys of public and private institutions engaged in artistic activities, advises the Governor with respect to developments in the arts and humanities, and makes recommendations regarding methods to encourage participation in the arts and humanities.

State Historical Society. The society has statutory designation as an educational institution of the state. It is given exclusive management and control over the state's historical monuments and in this capacity has the duty to survey and study suitable sites and structures for historical designation by the state. The society is charged with administration of a state register of historic properties. The society is also given the authority to issue permits for excavations in historic locations. A 1973 legislative enactment established the office of state archaeologist as a section in the society. He is selected by the board of directors of the society.

#### Loan Guarantee Division

A Loan Guarantee Division has been established within the department with responsibilities that include the following: approve or arrange for approval loan applications; purchase default loans; borrow funds from the student loan marketing association. A twenty-member advisory committee is also established.

#### The Concept of a Coordinative Body

During the late 1960's and the first part of the 1970's, nearly all of the states established agencies to coordinate the proliferation of publicly supported colleges and universities. The Colorado Commission on Higher Education was established by the General Assembly in 1965. Its enactment followed several years

of debate and experimentation over the method for providing a unified and long-range view of higher education in Colorado. Prior to 1970, the Commission's statutory directives emphasized review of institution costs and appropriation priorities. The statutes referred to other functions of advice and counsel as "review," "request," "advise," "recommend," and "serve". In 1970, the legislature considerably strengthened the role of the commission. Amendments in 1977 and subsequent years changed the CCHE budget responsibilities and required the development by the commission of a continuing master plan for higher education.

#### The Memorandum of Understanding

Beginning in fiscal year 1982, a "memorandum of understanding" was written between the governing boards and the Joint Budget Committee. There are five major principles which the agreement implements:

1. It reflects increased governing board responsibilities, increased fiscal flexibility and trust in the higher education community.
2. Each governing board has the authority and responsibility for setting the expenditure level at each institution under its jurisdiction. Appropriations are based on general fund support per FTE and are made to governing boards rather than to institutions.
3. The governing board has the authority and responsibility for setting tuition levels, subject to all applicable statutes and to the authority of the Commission on Higher Education, pursuant to law.

- 4. There will be reduced emphasis on line item appropriations and increased flexibility to transfer resources between appropriations, subject to specific limitations detailed in the agreement.
- 5. Governing boards may expend all cash revenues generated and retain them for fiscal year to fiscal year as necessary.

The agreement pertains to public higher education institutions and specifically excludes Commission on Higher Education, Veterinary Medicine and Hospital, Experiment Station, Extension Service, State Forest Service, CU Medical School, Faculty Practice Fund, School of Nursing, School of Dentistry, Colorado General Hospital, Colorado Psychiatric Hospital, Health Sciences Center Central Services and Administration, Colorado Energy Research Institute, Arts and Humanities, State Historical Society, Colorado Vocational Act Distributions, Local District Colleges, and the Auraria Higher Education Center.

Commission Responsibilities

The commission is now a nine-member body with statutory responsibilities that extend to all post-high school institutions of education supported by state funds, and extension programs. The commission's duties can be grouped into the following areas:

-- with respect to appropriations, prescribe uniform forms for the institutions' budgetary requests; prescribe uniform financial reporting systems; prescribe budget submission dates; study each budget request to determine its consistency with state plans and policies and institutional roles and missions; report to the Governor and the General Assembly its

comments and recommendations on institutional budget requests, including suggested priorities for appropriations. Budget requests are to be studied to determine their consistency with state plans and policies and institutional roles and missions.

-- with respect to capital construction, prescribe uniform procedures for the development of capital construction programs, space needs and space utilization; establish priorities for funding construction programs and submit them as recommendations to the Governor, the General Assembly, and the Joint Budget Committee; and approve acquisitions of property conditional upon expenditures of state funds;

-- with respect to functions of educational institutions, review and approve proposals for new programs; review existing degree programs and existing and proposed non-degree programs; recommend to the governing boards appropriate roles and functions for the schools under their respective jurisdictions and advise the Governor, the General Assembly and the Joint Budget Committee of these recommendations; make recommendations to the Governor, the General Assembly, and the Joint Budget Committee regarding consolidation of programs and the growth of present programs at state schools; make recommendations regarding the establishment of additional state schools, and develop unified programs of extension offerings;

-- with respect to comprehensive planning and statistics, recommend to the Governor and the General Assembly state-wide plans for higher education; maintain a comprehensive plan for public higher education; and conduct statistical studies to assist schools in making use of facilities and staff. Commission members are to report annually to

legislative committees on their research and recommendations;

-- with respect to state administrative agencies, recommend to appropriate state agencies systems of purchasing, fiscal rules, personnel policies, and post-audit procedures as they relate to educational institutions;

-- other functions and powers include serving as the agency for the administration of funds under the Higher Education Facilities Act; serving as the agency to administer and supervise administration of the Higher Education Act and the National Vocational Student Loan Act; establishing a student aid program in schools; review revisions of tuition rates submitted by governing boards; and negotiate agreements with other states for the waiving of non-resident differentials in tuition rates.

The commission is assisted by a fifteen-member Advisory Committee established by statute and given the duty of suggesting to the commission solutions to problems and needs of higher education and maintaining liaison with the General Assembly.

University of Colorado Board of Regents. Established in 1876, the powers and duties of this nine-member elected board include the general supervision of the university and the exclusive control and direction of all funds and appropriations to the school. The board hires the faculty and other officers at the school's several facilities and sets their salaries. The board also, by statute, sets tuition levels in accordance with the appropriation set by the General Assembly. The board also establishes courses and departments and confers degrees. The board of Regents is authorized to impose and collect rents or

charges for the use of buildings and facilities for research purposes, and to borrow for the construction of additional facilities. The board may also conduct a family practice medical training program in coordination with the Department of Institutions.

The schools and facilities under the jurisdiction of the Board of Regents include the university at Boulder, Denver, and Colorado Springs, Colorado University Hospital (formerly Colorado General Hospital), the Psychopathic Hospital, the Nursing School, the Dental School, and the Children's Diagnostic Center.

State Board of Agriculture. Established in 1870, this board governs Colorado State University, the University of Southern Colorado, and Fort Lewis College and has responsibility for the State Forest Service and the Agricultural Experiment Station. Twelve individuals serve on the board; there are eight voting members, each appointed by the Governor.

With regard to the three educational institutions, the board is given authority to choose their presidents and faculty and set salaries, fix tuition, confer degrees, and administer various federal aid programs.

The board is given the following authority in relation to the forest service: protect the forest resources, both public and private, from fire, insects and diseases; foster and promote control of soil erosion on forest lands; carry on educational programs with land-owners and disseminate information and statistics concerning forests; and report to the executive director of the Department of Natural Resources on such matters as the director may require.

With respect to the experiment station, the board

is given the authority to control federal funds coming to the state for the organization and maintenance of the station.

A Colorado Water Resources Research Institute was created by statute in 1981 as a unit of Colorado State University for the development, implementation, and coordination of water research programs in the state and for the dissemination of research information. A ten-member Advisory Council on Water Resources Research Policy was also established.

Board of Trustees of the University of Northern Colorado. This nine-member governing body (established in 1973) is given authority over the operation of the Greeley institution of higher education.

The Trustees of the State Colleges and University Consortium. This eight-member (including a student) board was established in 1889 as the Trustees of the State Colleges. Its title was changed in 1977. The trustees have governing authority over Adams State College, Mesa College, Metropolitan State College, and Western State College. This authority includes the appointing of presidents and other officials and faculties of the schools, setting tuitions, prescribing qualifications for admissions, fixing salaries, and other management functions.

Board of Trustees of the Colorado School of Mines. This is an eight-member (including a student) governing body for the School of Mines.

The Board of Directors of the Auraria Higher Education Center. This board was established in 1974 to plan, initiate, manage, and control the Auraria higher education complex. The Auraria board is not a governing board. The board consists of four members

appointed by the Governor and one member each from the boards of the three Auraria institutions -- the Board of Regents of the University of Colorado, the Board of Trustees of State Colleges, and the State Board of Community Colleges and Occupational Education. The remaining member is a student.

State Board of Community Colleges and Occupational Education. The authority of this nine member board, in varying degrees, extends to the operation of schools within the state system of community and technical colleges, local junior colleges, area vocational schools, and proprietary schools. An advisory council to the board was created in 1977 made up of students, one member from each of the campuses governed by the board.

Community and Technical Colleges are under the management and jurisdiction of the board and, as such, the board exercises authority to fix tuition, appoint administrative officials, recommend curricula and capital construction budgets, prepare state plans for occupational education, make recommendations to the Commission on Higher Education and the General Assembly regarding the location and priorities for establishment of community and technical schools, and review and transmit with recommendations to the commission and the General Assembly both operating and capital budget requests of schools under the board's jurisdiction.

Local Junior Colleges are subject to more limited board authority than community and technical colleges. The board reviews and makes recommendations concerning requests by the colleges for appropriations for capital construction before such requests are submitted to the Commission on Higher Education and the General Assembly. The board also allocated state grants, and reviews school programs.

DEPARTMENT OF HIGHWAYS  
-1A-

There are nineteen Area Vocational Schools some designated in community colleges offering approved postsecondary vocational programs for credit. Seven are operated by a local school district or by a board of cooperative services, and are designated by the General Assembly as area vocational schools, conforming with standards established by the Board for Community Colleges and Occupational Education.

The board reviews each proposal by boards of cooperative services for establishment of a vocational program and makes a binding decision. The board also establishes standards for eligibility for state assistance monies to local programs.

Proprietary schools are subject to the following controls of the board: a) no person may solicit or perform services of an agent for a proprietary school without an agent's permit issued by the board (the board may also revoke permits); b) proprietary schools must obtain a certificate of approval from the board before the schools become operational (again the board may void a certificate); c) the board has the power to investigate, appraise and evaluate approved proprietary schools to determine accreditation.

To implement the authority given the board in these areas, specific responsibilities are given to administrative staffs and advisory boards.

-- Advisory Committee for Proprietary Schools advises the board in the administration of the proprietary school law, including: a) recommendations on whether a school is maintained in compliance with state law; and b) recommendations on the allocation of all funds granted to the state by the Veterans Administration for proprietary schools.

-- A State Advisory Council is appointed by the Board for Community Colleges and Occupational Education to assist the board in carrying out its responsibilities regarding occupational education.

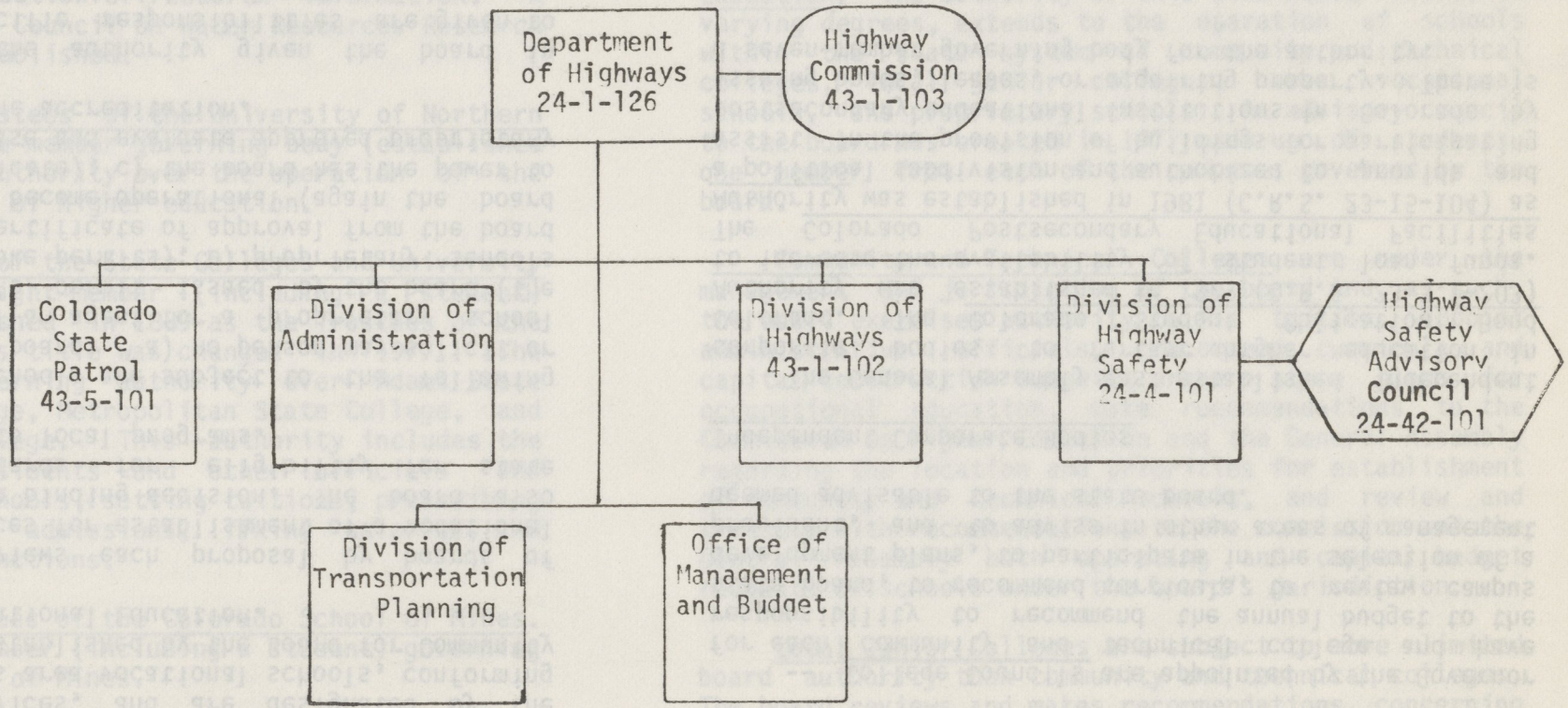
-- College Councils are appointed by the Governor for each community and technical college and have responsibility to recommend the annual budget to the state board, to recommend curricula, to review campus development plans, to participate in the selection of a president, and to advise in other areas of management deemed advisable to the state board.

#### Independent Corporate Bodies

The General Assembly has established independent corporate bodies to further higher education in Colorado. The Colorado Student Obligation Bond Authority was established in 1979 (C.R.S. 23-3.1-203) to increase the availability of student loan funds. The Colorado Postsecondary Educational Facilities Authority was established in 1981 (C.R.S. 23-15-104) as a political subdivision and authorized to provide and assist in the provision of buildings for participating postsecondary educational institutions in Colorado by issuing bonds, leases, or acquiring property. There is a seven-member governing body for the authority.

...funds coming from the state and local sources...  
 ...the Department of Highways...  
 ...the Highway Commission...  
 ...the Colorado State Patrol...  
 ...the Division of Administration...  
 ...the Division of Highways...  
 ...the Division of Highway Safety...  
 ...the Highway Safety Advisory Council...  
 ...the Division of Transportation Planning...  
 ...the Office of Management and Budget...

...appointed by the Governor and one member each from the  
 boards of the three major institutions -- the Board  
 of Regents of the University of Colorado, the State Board of  
 Trustees of State Colleges, and the State Board of  
 Community Colleges and Occupational Education. The  
 remaining member is a student.





## DEPARTMENT OF HIGHWAYS

The department is composed of three statutory divisions: a Division of Highways, the Colorado State Patrol, and the Division of Highway Safety. The State Highway Commission is a nine-member board appointed by the Governor to be the policy-making body of the department in accordance with state statutes. In this capacity, the commission approves administrative policies and engineering standards used by the department, reviews on a periodic basis construction progress, and promulgates and adopts departmental budgets and programs, including construction priorities. The department employs about 3,700 people.

### Division of Highways

The division designs and maintains the state's highways, recommends awarding of contracts for their construction, and administers the contracts. In addition to the central office in Denver, there are a number of district offices, throughout the state, each headed by a district engineer. The division is responsible for long-range planning of the state's highway system. The division is funded from Highway Users Tax Fund monies.

### Division of the Colorado State Patrol

The Colorado State Patrol has the responsibility for enforcing all state laws relating to motor vehicles and for aid in enforcing the collection of the state's motor vehicle taxes. The patrol's duties include promoting public safety; establishing an index of

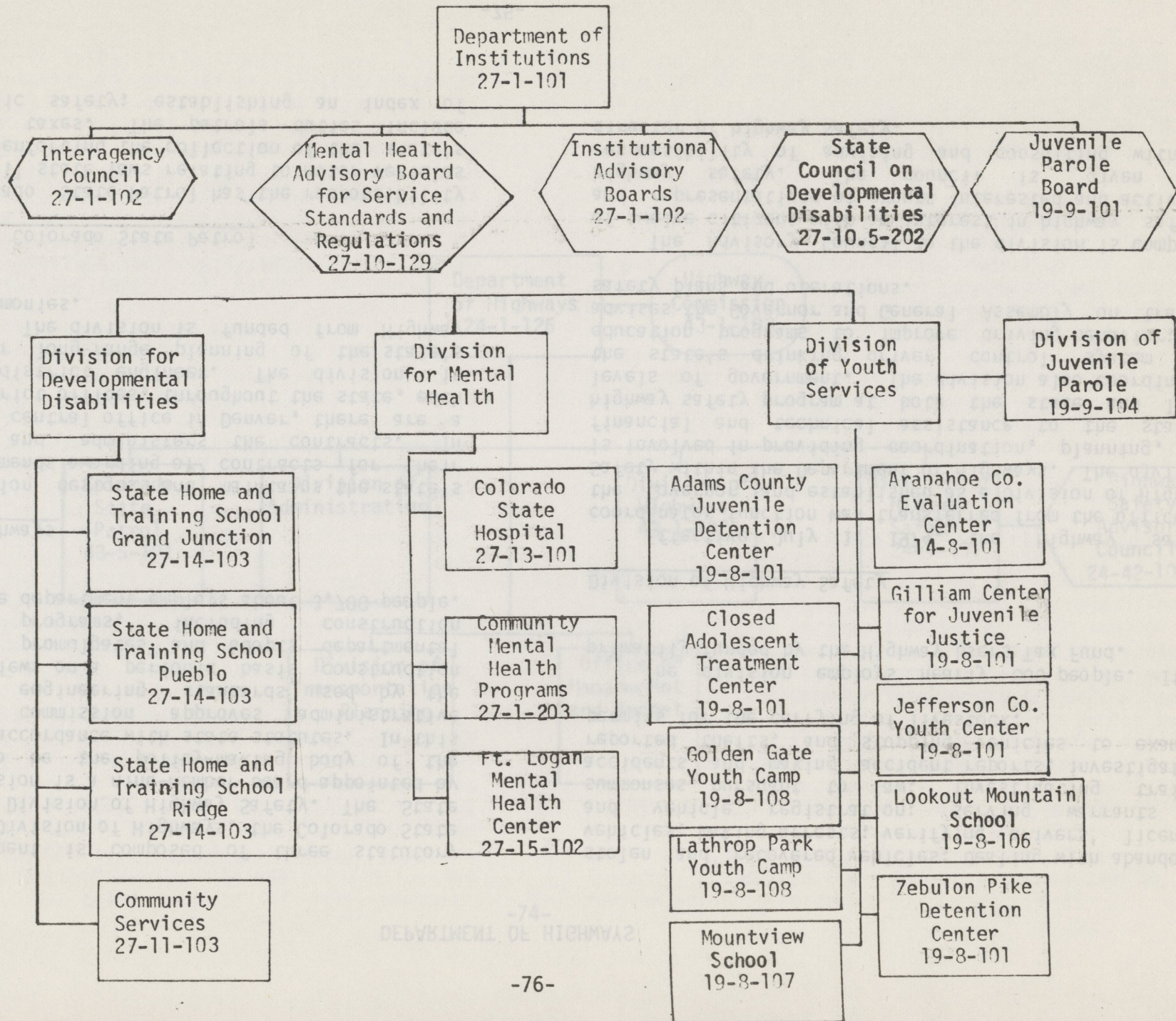
stolen and recovered vehicles; dealing with abandoned vehicles; making arrests; verifying drivers' licenses and vehicle registration; serving warrants and summonses pursuant to law; investigating traffic accidents and making accident reports; investigating reported thefts; and stopping vehicles to examine permits for the carrying of livestock.

The division employs nearly 800 people. It is primarily funded by the Highway Users Tax Fund.

### Division of Highway Safety

Effective July 1, 1974, the highway safety coordinator function was transferred from the office of the Governor and established as a Division of Highway Safety within the Department of Highways. The division is involved in providing coordination, planning, and financial and technical assistance to the state's highway safety program at both the state and local levels of government. The division also coordinates the state's drinking driver control system and education programs to improve driving behavior; and advises the Governor and General Assembly on traffic safety plans and operations.

The Advisory Council to the division is composed of twelve citizens with an interest in highway safety, and representatives of groups interested and active in highway safety. The council is given the responsibility of advising and consulting with the director of highway safety.



## DEPARTMENT OF INSTITUTIONS

The executive director of the department is authorized to create and maintain various offices and divisions to carry out the statutory duties assigned to the agency. These duties can be summarized as follows.

### Division of Developmental Disabilities

Prior to 1974, this division was known as the Division of Mental Retardation. In meeting the needs of developmentally disabled persons in Colorado, the division carries out the statutory duty to administer the State Home and Training Schools at Wheat Ridge, Pueblo and Grand Junction, and the purchase of services from twenty-two community centered boards throughout the state. The division's central administrative office is located at Fort Logan Mental Health Center in Denver. The division operates on a budget in excess of \$67 million. Over half of the division's budget is derived from cash funds. There are over 1,380 state employees working for the division.

(A developmentally disabled person is one with disabilities that generally originate during the developmental years, are generally expected to continue indefinitely, constitute a substantial handicap to the affected individual and are attributable to mental retardation, cerebral palsy, epilepsy, autism and other neurological conditions such as brain damage, spina bifida, muscular dystrophy and sensory handicap.)

Developmental Disabilities Council. The council is an advocacy and planning body appointed by the Governor to supervise the development and implementation of a comprehensive state plan for the delivery of services to developmentally disabled persons, and to act in an advisory capacity to all

state agencies impacting services to disabled persons.

Community Centered Boards. The boards are a system of community agencies providing services to the developmentally disabled. The division contracts with the agencies to provide a basic program which includes services such as infant stimulation, preschool, day training and adult activities, and vocation activities. The boards are located throughout the state and serve approximately 3,500 citizens.

Institutional Programs. The division services over 1,500 persons in its three state home and training schools. Typically, the profoundly and severely disabled and multiple physically or behaviorally handicapped are those who require the service of a state home and training school. Less severely retarded and physically handicapped individuals are served in community programs. Most of the clients under the age of 12 or the non-ambulatory clients who require institutional care from the Eastern Slope are admitted to Wheat Ridge. The Pueblo facility does not admit persons who are non-ambulatory or under the age of 12 years. This home cares for the maladaptive behavioral problems. The Grand Junction facility handles a diverse group of handicapped citizens from both the East and West Slope.

### Division of Mental Health

The division provides mental health services to the citizens of the state directly through the administration of two state hospitals -- the Colorado State Hospital at Pueblo and the Fort Logan Mental Health Center -- and through the purchase of services with some 23 mental health centers and clinics

throughout the state. Some 1,900 people are employed within the division.

The Division of Mental Health was established in 1961 by administrative action to carry out those duties assigned to the Department of Institutions that relate to the supervision and management of mental health services by the state.

The Colorado State Hospital at Pueblo was established in 1879 and now provides medical, psychiatric, and administrative support to comprehensive mental health centers and clinics in a 41 county catchment area, and forensic psychiatry, drug treatment, and general hospital services to patients from all 63 Colorado counties.

Fort Logan Mental Health center was established in 1961 as the state's second state psychiatric hospital. It provides a variety of mental health treatment programs to citizens of the Denver area and the North Central and Northeast Colorado areas. Entry into Fort Logan is through the 13 affiliated centers and clinics in Fort Logan's service area.

#### Division of Youth Services

When a child between the age of twelve and eighteen has been adjudicated as being in need of supervision or as being delinquent, the juvenile court may commit the individual to the Department of Institutions for placement in one of its facilities for a period not to exceed two years. The department is authorized to establish or contract with training schools; group care facilities and homes, including half-way houses; diagnostic and evaluation centers; and

conservation camps. The law provides that unless otherwise changed by the Department of Institutions, the Lookout Mountain School and the Mount View School shall be the receiving centers. If the department determines that a child requires placement in a state facility for the mentally ill or developmentally disabled, the department is authorized to initiate the necessary proceedings.

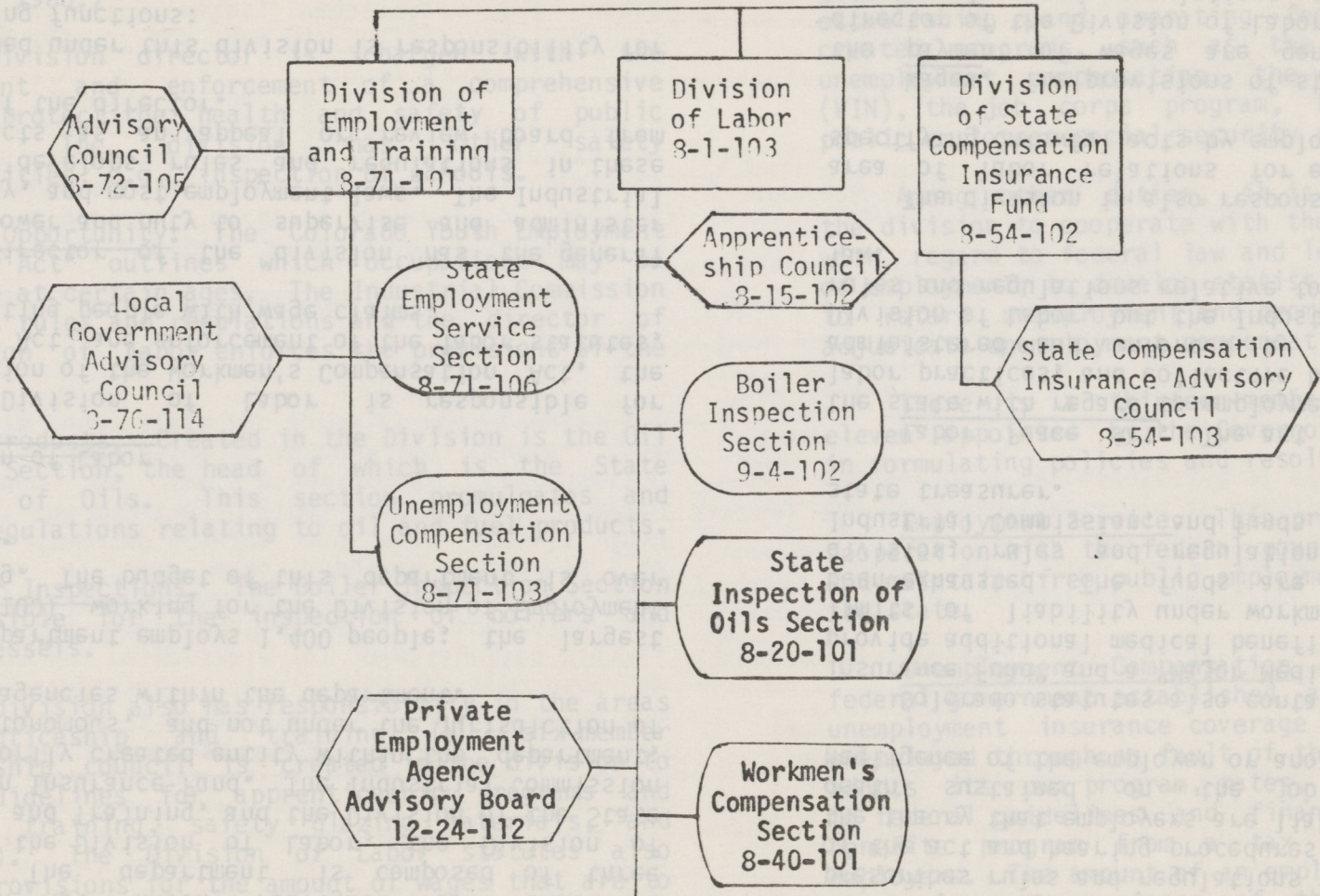
In addition to the Lookout Mountain and Mount View schools, the following facilities are used by the department: Adams County Juvenile Detention Center, Closed Adolescent Treatment Center, Golden Gate Youth Camp, Lathrop Park Youth Camp, Arapahoe County Evaluation Center, Gilliam Center for Juvenile Justice, Jefferson County Youth Center, Zebulon Pike Detention Center, and the Pueblo Detention Center.

#### Juvenile Parole Board and Division of Juvenile Parole

The Juvenile Parole Board, whose seven members are appointed by the Governor, operates within the department and is responsible for granting, deferring, suspending, revoking, and setting the terms of parole for children committed to the department's institutions. The board is assisted by the juvenile parole counselors of the department's Division of Juvenile Parole. These counselors are primarily responsible for supervising and reporting on children parolees. The director of the Division of Juvenile Parole is required by statute to report to the director of the Division of Youth Services on those matters indicated by the executive director of the Department of Institutions.

Department of Labor and Employment 8-1-102

Industrial Commission 8-1-102



## DEPARTMENT OF LABOR AND EMPLOYMENT

The Department of Labor and Employment was established in 1968 under terms of the "Administrative Organization Act" which realigned all executive agencies. The department is composed of three divisions: the Division of Labor, the Division of Employment and Training, and the Division of the State Compensation Insurance Fund. The Industrial Commission is a statutorily created entity within the department; but is autonomous, and not under the jurisdiction of any of the agencies within the department.

The department employs 1,400 people; the largest number (1,100) working for the Division of Employment and Training. The budget of this department is over \$41 million.

### The Division of Labor

The Division of Labor is responsible for administration of the Workmen's Compensation Act, the Labor Peace Act, and enforcement of the labor statutes, e.g., assisting people with wage claims.

The director of the division has the general statutory power and duty to supervise and administer labor safety, and most employment laws. The Industrial Commission develops rules and regulations in these areas and acts as an appeal or review board from decisions of the director.

Included under this division is responsibility for the following functions:

Workmen's Compensation. The director of the division enforces and administers the provisions of the "Workmen's Compensation Act of Colorado". The director

or hearing officers adjudicate disputes. Review of these decisions is through the Industrial Commission, and then through the courts. The Industrial Commission prescribes rules and regulations for the administration of the act and hearing procedures. The act is based on the theory that employers are liable for injuries or death sustained on the job without respect to negligence of the employer or another employee.

Colorado statutes also contain a "Medical Disaster Insurance Fund" and a "Major Medical Insurance Fund" to provide additional medical benefits if the employer's limits of liability under workmen's compensation have been exhausted. The funds are administered by the division; rules and regulations are adopted by the Industrial Commission; and funds are invested by the state treasurer.

Labor Peace Act. The act outlines the policy of the state with regard to employment relations, unfair labor practices, and collective bargaining. The law is administered and enforced by the director of the Division of Labor, but the Industrial Commission adopts rules and regulations relative to administration of the law.

The division is also responsible in the general area of labor relations for enforcement of statutes specifying unlawful acts by employees and employers.

Wages. The provisions of state laws relating to the payment of wages are generally enforced by the director of the Division of Labor with the power to adopt rules and regulations given to the Industrial Commission.

Department of Law  
24-31-101

Public Employee Health and Safety. (NOTE: funding for the Colorado Occupational Safety and Health program was discontinued in 1978-79. The act was repealed in 1980.)

The division director is charged with the establishment and enforcement of a comprehensive program to protect the health and safety of public employees. The division has other safety responsibilities, e.g., inspection of schools.

Youth Opportunity. The "Colorado Youth Employment Opportunity Act" outlines which occupations may be engaged in at certain ages. The Industrial Commission promulgates rules and regulations and the director of the Division of Labor enforces the provisions of the article.

Fuel Products. Created in the Division is the Oil Inspection Section, the head of which is the State Inspector of Oils. This section promulgates and enforces regulations relating to oil and fuel products.

Boiler Inspections. The Boiler Inspection Section is responsible for the inspection of boilers and pressure vessels.

The division also has responsibility in the areas of apprenticeship and training (a six-member apprenticeship council is created in the division to develop guidelines for apprenticeship programs and on-the-job training, safety glazing materials, and explosives). The Division of Labor statutes also contain provisions for the amount of wages that are to be paid and the type of materials that are to be used on public works projects.

Collection Agency Board  
12-14-103

The Division of Employment and Training

The Division is essentially funded by the federal government. The division is responsible for establishing and operating federally sponsored or created programs, such as the employment service, unemployment compensation, the work incentive program (WIN), the job corps program, food stamps and the public employees social security retirement system.

Among other duties, it is the responsibility of the division to cooperate with the federal government with regard to federal law and legislation in the area of employment; to develop statistics on unemployment; to retard unemployment and promote employment; and to adjudicate unemployment compensation claims.

There is a thirteen-member advisory council, eleven appointed by the Governor, to aid the division in formulating policies and resolving problems.

Employment Service. This program is operated in cooperation with the federal government and establishes and maintains free public employment offices throughout the state.

Unemployment Compensation. In the 1930's, the federal government established a national system of unemployment insurance coverage for persons who become unemployed through no fault of their own. Each state adopts its own program, rates, and benefits according to federal guidelines and finances its unemployment benefits program from a tax on the wages paid by employers. The amount of an employer's tax is based on the employment experience of that employer and the monetary condition of the Colorado fund. The funds thus collected are held for Colorado in the

Consumer Credit  
5-6-401

Consumer Credit  
5-6-301

The Department of Labor and Employment was unemployement trust fund in the U.S. Treasury, and interest is credited to the State's account. There are additional federal moneys available to pay for these benefits, for administration of the program, and for the federal extensions which are applicable when the unemployement rate exceeds certain percentages.

The division is responsible for administering the unemployement compensation laws. Deputies appointed by the director are responsible for investigating claims, determining the amount of benefits according to statutory provisions, and notifying claimants on their claims. The division also appoints referees to adjudicate disputed claims and hear appeals from decisions of the deputies. Final departmental review is provided by the unemployement compensation commission. Final review is through the courts. The commission is responsible for formulating the rules and regulations.

#### The Division of State Compensation Insurance Fund

The Division of State Compensation Insurance Fund was created to provide a worker's compensation coverage for public employees and other employees. It provides compensation insurance coverage to many employers and also provides an accident prevention program to aid employers in reducing on-the-job accidents.

The manager of the fund has jurisdiction over its administration, with rules, regulations and rates determined by the Industrial Commission. In addition, there is a thirteen-member advisory council (twelve members are appointed by the Governor with the Commissioner of Insurance serving ex officio) to assist its management, although basic guidelines involving its

functions are in the statutes.

The division is 100 percent cash funded (the premiums paid for insurance coverage essentially pay for the operation of the division), and other than the State's own premiums, there is no additional cost to the State.

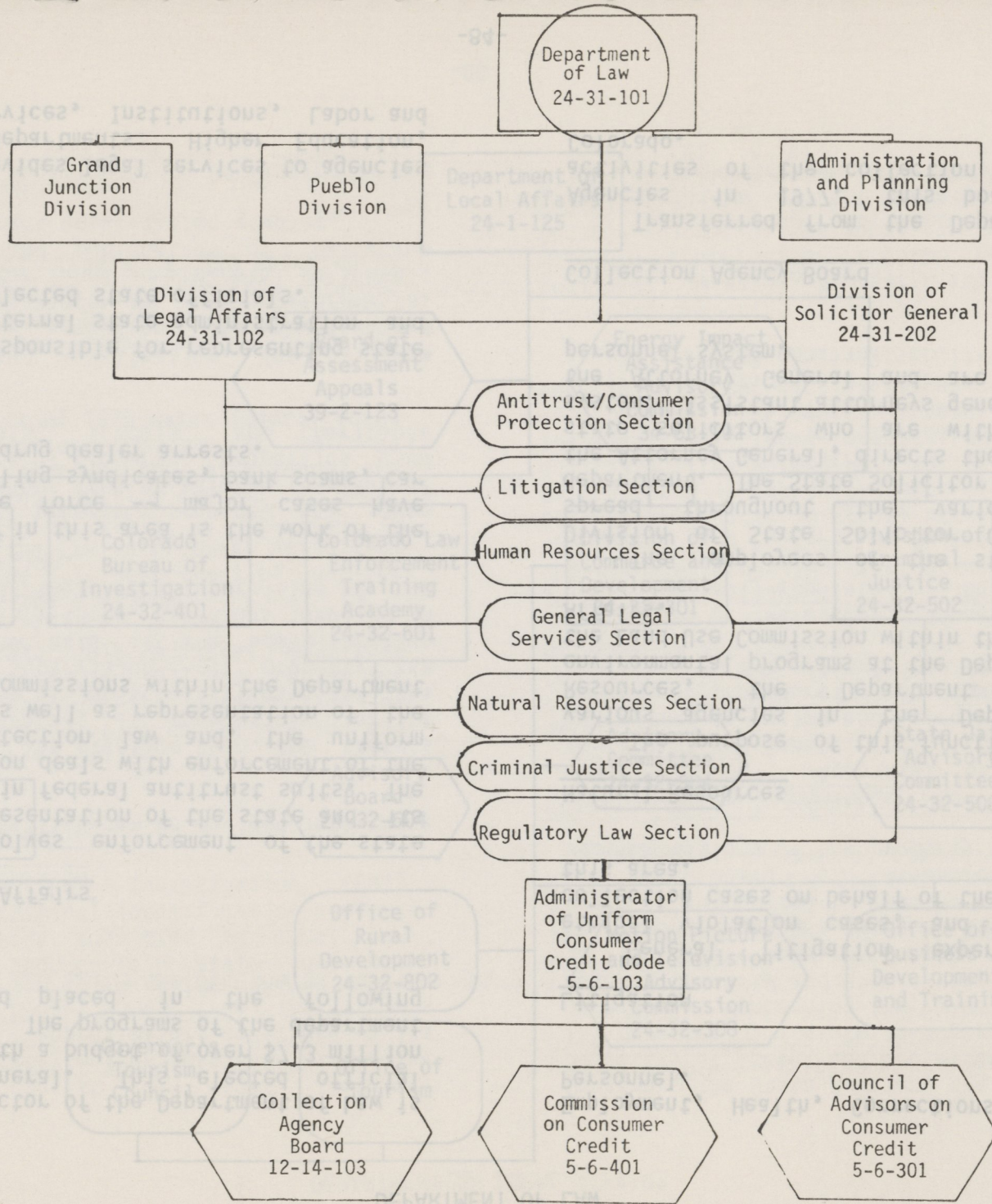
#### The Industrial Commission

The Industrial Commission consists of three members who serve full-time and are appointed by the Governor for six-year terms. Not more than one member may be a representative of employers, and not more than one may be a representative of employees.

The general duties of the commission are to: hear appeals from any order, award, or decision of the director of the Division of Labor, and make a finding on such an appeal; and develop standards, rules and regulations relating to the administration of the "Labor Peace Act", equality of wages and wages of women and children, the "Colorado Youth Employment Opportunity Act", the workmen's compensation laws, and the "Explosives Act".

The Industrial Commission is also statutorily designated as the unemployement compensation commission and has all the powers and duties of that commission pursuant to law. These duties include prescribing regulations governing the Division of Employment and Training's unemployement insurance laws, e.g., prescribing rules for contributions by employers to the unemployement compensation fund and procedures for hearings.





DEPARTMENT OF LAW

The executive director of the Department of Law is the state's Attorney General. This elected official heads a department with a budget of over \$7.3 million and employs 189 people. The programs of the department can be summarized and placed in the following categories.

Antitrust and Consumer Affairs

This program involves enforcement of the state antitrust laws and representation of the state and its political subdivisions in federal antitrust suits. The consumer affairs function deals with enforcement of the state's consumer protection law and, the uniform consumer credit code, as well as representation of the regulatory boards and commissions within the Department of Regulatory Agencies.

Criminal Justice

A major activity in this area is the work of the organized crime strike force -- major cases have included statewide gambling syndicates, bank scams, car theft rings, and major drug dealer arrests.

General Legal Services

The section is responsible for representing state agencies involved in internal state administration and departments headed by elected state officials.

Human Resources

This section provides legal services to agencies within a number of departments: Higher Education, Education, Social Services, Institutions, Labor and

Employment, Health, Corrections, Civil Rights, and Personnel.

Litigation

General litigation expertise, prosecution of ethical violation cases, and litigation of bill collection cases on behalf of the state is the focus in this area.

Natural Resources

The purpose of this function is to represent the various agencies in the Department of Natural Resources, the Department of Highways, the environmental programs at the Department of Health, and the Land Use Commission within the Department of Local Affairs.

The employees of the statutorily established Division of State Solicitor General are presently spread throughout the various sections of the department. The State Solicitor General, appointed by the Attorney General, directs the work of the assistant state solicitors who are within the state personnel system. Assistant attorneys general are appointed by the Attorney General and are not within the state personnel system.

Collection Agency Board

Transferred from the Department of Regulatory Agencies in 1977, this board regulates certain activities of the collection agency business in Colorado.

Department of  
Local Affairs  
24-1-125

Board of  
Assessment  
Appeals  
39-2-123

Energy Impact  
Assistance  
Advisory  
Commission  
34-63-102

Division  
of Housing  
24-32-710

Division of  
Local  
Government  
24-32-103

Colorado  
Bureau of  
Investigation  
24-32-401

Colorado Law  
Enforcement  
Training  
Academy  
24-32-601

Division of  
Commerce and  
Development  
24-32-301

Division of  
Criminal  
Justice  
24-32-502

Division of  
Property  
Taxation  
39-2-101

Housing  
Board  
24-32-710

Planning  
24-32-202

Advisory  
Board  
24-32-604

Advisory  
Committee  
24-32-304

State Jail  
Advisory  
Committee  
24-32-508

Advisory  
Committee to  
the Property Tax  
Administrator  
39-2-129

Office of  
Rural  
Development  
24-32-802

Motion Picture  
and Television  
Advisory  
Commission  
24-32-308

Office of  
Business  
Development  
and Training

Office of  
Impact  
Assistance

Governor's  
Tourism  
Council

Office of  
Tourism

-82-  
DEPARTMENT OF LOCAL AFFAIRS

The departments consist of eight statutory divisions and some ten advisory or quasi-administrative boards or committees. Approximately one-third of its just under \$40 million budget comes from the state's general fund. About 220 state employees work for the department.

### Division of Property Taxation

The work of the division can be divided into three programs.

State assessment. The division head, the state's property tax administrator, is responsible for the valuation and assessment of public utilities, and the administration and supervision of property tax equalization. He also acts as the administrative supervisor of the sixty-three assessors involved in property taxation, under the direct supervision of the State Board of Equalization.

Exemptions. This program provides for state determination of exemptions from ad valorem taxation of three general subclasses of property: properties used for religious worship, schools, and charitable purposes.

Local assessment and equalization. The division provides four primary assessment and equalization services: aid and assistance to local governments; educational programs for local governmental personnel; research development and publication of valuation guidelines; and assessment equalization studies.

State Board of Equalization. Consisting of the

within a number of departments: Higher Education, Education, Social Services, Institutions, Labor and

Governor, the State Auditor, the State Treasurer, the Secretary of State, and the Attorney General, the board is directed by statute to supervise the administration of all laws concerning the valuation and assessment of taxable property and the levying of property taxes. It is the public body responsible for equalizing property valuations among the various Colorado counties. The board is authorized to examine and review the decisions of the Board of Assessment Appeals and the recommendations of the property tax administrator.

Advisory committee to the property tax administrator. Appointed by the Governor with the consent of the Senate, this five member committee is authorized to review and approve or disapprove manuals, appraisal procedures, and instructions prepared and published by the property tax administrator.

Board of Assessment Appeals. This three-member gubernatorially-appointed body serves as a quasi-judicial tribunal for the purposes of hearing appeals from orders and decisions of the property tax administrator and county boards of equalization; conducting hearings upon complaints filed by the property tax administrator or upon petition by any tax levying authority in Colorado concerning valuations for assessment; or issuing orders enforceable in the district courts when directed to a county assessor or a county board of equalization.

### Division of Criminal Justice

The division is the agency charged with implementation of the federal Crime Control Act of 1973, administration of federal Law Enforcement

Assistance Administration (LEAA) funds allocated to Colorado yearly, and improvement of the state's criminal justice system.

The division is not itself a law enforcement agency. Its primary purpose is to stimulate planned improvement in all aspects of the criminal justice system-- law enforcement, the courts, corrections, and juvenile justice.

The Crime Control Act of 1973 makes federal funds available for crime reduction programs as well as programs designed to improve the efficiency and effectiveness of the criminal justice system. In order to qualify for these funds the state is required to submit an annual plan to the Law Enforcement Assistance Administration within the U.S. Department of Justice. This plan is developed by the division.

A thirteen member State Jail Advisory Committee was established by statute in 1977 to review and comment upon plans submitted for the construction or expansion of jails, and to develop guidelines for the construction and operation of jails.

Colorado Bureau of Investigation

The Colorado Bureau of Investigation (CBI) maintains a statewide criminal identification system; processes fingerprint cards submitted by local law enforcement agencies and certain state agencies; maintains central identification files based upon fingerprint identification; and responds to teletype, letter, and telephone requests for informational assistance from law enforcement agencies nationwide.

The CBI is also responsible for implementing a statewide uniform crime reporting system. The Bureau administers the Colorado Crime Information Center (CCIC), which provides local law enforcement agencies with a computerized program directed at locating fugitives, missing persons, and lost, stolen, or recovered property.

The bureau provides Colorado law enforcement agencies with technical services such as the analysis of physical evidence recovered during criminal investigations. Upon request from local police agency officials, the bureau will assist in the investigation of crime and in the enforcement of criminal laws. The CBI also assists District Attorneys in preparing for the prosecution of cases in which CBI has participated; investigates organized crime activities which transcend local jurisdictions; and is responsible for investigating other suspected criminal activity when directed by the Governor. Finally, the bureau's staff conducts training programs for police officers and clerical personnel within police and sheriffs' departments.

Colorado Law Enforcement Training Academy

Although placed by statute within the Department of Local Affairs, the law provides that the academy is to be under the control and supervision of the Chief of the Colorado State Patrol, who is designated as superintendent of the facility.

CLETA offers basic training courses for peace officers throughout the state. Since 1973, all newly appointed peace officers or those with less than one

year's experience (undersheriff, deputy sheriff, police officer, town marshall, or full-time investigator for District Attorneys or the Attorney General) have been required by law to meet certain basic standards of training. The academy is operated under the chief of the state patrol by an "officer in charge" who is funded through the Department of Local Affairs.

The CLETA Advisory Board, consisting of the Attorney General, the Agent in Charge of the Denver FBI office, three sheriffs, three chiefs of police, and a civilian member, all appointed by the Governor, has existed since 1965 and acts in an advisory capacity regarding CLETA matters and as a controlling body concerning standards for training, training academies, and instructions. The board is charged with establishing procedures for determining if a peace officer meets training standards, and is empowered to certify qualified peace officers and withhold or revoke certification.

Division of Commerce and Development

This agency, and its advisory committee, is charged with the development, promotion, and coordination of long-range plans for the economic development of the state. The division focuses on stimulating area redevelopment plans; conducting programs to achieve a balance between commerce, industry, agriculture, and the labor market; directing a tourism program; and serving as a state economic research and information center for all in the public and private sector interested in the state's economy.

Office of Rural Development. The Office of Rural Development (created in 1973) is authorized to

coordinate the activities of the various divisions with the Department of Local Affairs. The focus of its activities has, however, been on other statutory duties. These duties include offering technical assistance to local officials regarding the orderly development of rural Colorado and serving as a clearinghouse for rural development information.

Office of Impact Assistance. This administratively created entity is responsible for coordinating federal, state, and local planning and plan implementation regarding the adverse social and economic impacts of mineral development, with emphasis on those minerals used to produce energy. The staff administers and makes recommendations for the disbursement of the State Oil Shale Trust Fund and the special impact fund which uses part of the State Mineral Lease and Severance Tax revenues. The division furthers liaison between the state, its directly impacted subdivisions, and the industries involved in the resource development.

Motion Picture and Television Advisory Commission. The Commission promotes the use of locations in Colorado for the filming of motion pictures or television film.

Other Services. Also within the division are functions promoting tourism and business development.

Division of Local Government

The division provides a variety of financial and technical assistance to counties, municipalities, and special districts. Services are available in the areas

The Department of Military Affairs consists of four divisions and an advisory council. The department employs about 80 people and has a budget of \$1.5 million. The department is responsible for the state's military. He is responsible for the state's military. He is responsible for the state's military.

of purchasing, local government budget review, excess levy review, statistical reports, and research. Financial assistance is provided in the form of planning and engineering grants for water and sewer facilities and land use grants.

The Division of Planning, a statutorily created division now within the Division of Local Government is charged with the following responsibilities:

Planning assistance. The division provides advisory assistance to localities to establish and maintain local and regional planning processes (e.g., land use and housing). This includes administration of Housing and Urban Development (HUD) 701 comprehensive assistance grants. The division has the general responsibility for coordinating review and comments on applications for federal funds in categories listed by OMB Circular A-95, on environmental impact statements, and on selected state funds.

Geographic and demographic information. The state cartographer is responsible for the development and management of the Colorado cartographic and aerial photographic system, and a variety of special purpose maps. The demographic section of the division provides population estimates and projections.

Information services. The division maintains a library and issues publications on planning matters such as land use, planning mechanisms, and the planning and management regions.

Also located within the division is the Office of Business Development and Training which assists the state's business community, and the Office of Tourism

qualify for service. The state guard has not been activated in modern memory.

Division of Disaster Emergency Services. The Division of Disaster Emergency Services is under the direction of a state director who reports to the governor. The division is charged with the preparation and maintenance of a state disaster plan to reduce the vulnerability of the people to natural disasters, including fire, flood, wind, hail, earthquake, injury and loss of life and property. The plan includes the following:

which helps publicize the state.

#### Division of Housing

The division provides matching grants to non-profit public and private entities for the construction, rehabilitation and acquisition of housing for low-income households, and provides housing energy conservation grants to local public and private non-profit entities for the "weatherization" of housing occupied by low-income households. The division also provides technical assistance in matters of program planning, policy development, and project execution. Other division responsibilities include administration of special federally funded projects.

The division also administers State Housing Board-adopted construction and safety standards for new mobile homes manufactured in Colorado, for new modular homes and campers, travel trailers and motor homes manufactured or intended for sale in Colorado, and for new multiple-family dwellings, hotels and motels constructed in those jurisdictions in which building codes are not otherwise enforced. In addition, the division provides training and technical assistance in building standards, construction inspections, and residential energy conservation standards for counties, municipalities, and the building industry.

him and the director of the Division of Disaster Emergency Services on matters pertaining to the declaration of disasters and disaster response and recovery activities.

#### Civil Air Patrol

This federally funded program coordinates air search missions for downed aircraft.

Department of Military Affairs  
24-1-127

Civil Air Patrol  
23-1-101

Disaster Emergency Services  
28-2-101

Colorado State Guard  
28-4-101

National Guard  
28-3-101

Governor's Disaster Emergency Council  
28-2-104

Army

Air Force

coordinate the activities of the various divisions with the Department of Local Affairs. The focus of its activities has, however, been on other statutory duties. These duties include offering technical assistance to local officials regarding the orderly development of rural Colorado and serving as a liaison for rural development information.

Division of Local Government  
The division provides a variety of financial and technical assistance to counties, municipalities, and special districts. Services are available in the areas



The Department of Military Affairs consists of four divisions and an advisory council. The department employs about 80 people and has a \$3 million budget.

Commander-in-chief and adjutant general. The Governor acts as the commander-in-chief of Colorado's military forces (with the exception of those forces in the actual service of the United States military). He is empowered to use the state's military "for the defense or relief of the state, the enforcement of its laws, and the protection of life and property -in the state-".

The Governor appoints an adjutant general to act as his military chief of staff. The adjutant general is the executive director of the Department of Military Affairs. He is responsible for the military campgrounds and reservations of the state. The Governor and the adjutant general prepare rules and regulations for the operation of the state's military.

Division of the National Guard. In cases of declared war or national or local emergency, the national guard (on order of the Governor and of appropriate officers of the guard) can be employed to protect life and property. All officers of the national guard have the same duties as officers of similar rank and position in the United States Army or the United States Air Force, insofar as these duties may be authorized by federal law. There are in excess of 9,000 Army and Air National Guardsmen in Colorado.

Division of the Colorado State Guard. The Colorado State Guard is the organized militia for the state of Colorado in time of national emergency. It may be organized and maintained by the Governor at any times not just when any part of the national guard is in active federal service. The state guard would be composed of citizens of the state who volunteer and qualify for service. The state guard has not been activated in modern memory.

Division of Disaster Emergency Services. The Division of Disaster Emergency Services is under the direction of a civilian deputy director who reports to the state's adjutant general. The division is charged with the preparation and maintenance of a state disaster plan to reduce the vulnerability of the people of Colorado to damage, injury and loss of life and property resulting from a disaster. The plan includes the following: recommendations for zoning, building, and other land use controls, safety measures for securing mobile homes or other structures, and other preventive measures; assistance to local officials in designing local emergency action plans; and coordination of federal, state and local disaster activities.

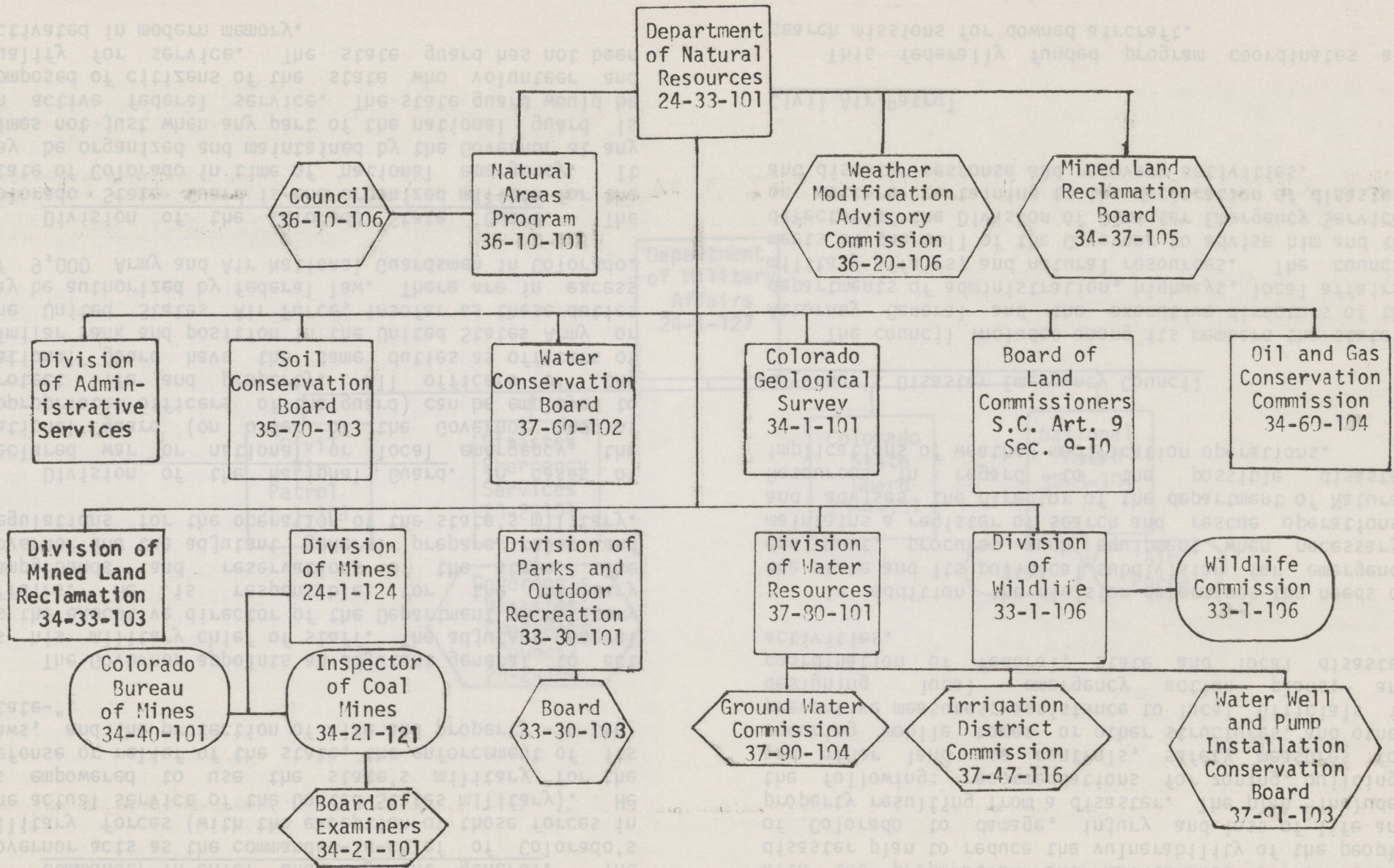
In addition, the division determines the needs of the state and its political subdivision for emergency equipment, procures such equipment when necessary, maintains a register of search and rescue operations, and advises the director of the department of Natural Resources in regard to the possible disaster implications of weather modification operations.

#### Governor's Disaster Emergency Council

The council includes among its members the state's Attorney General and the executive directors of the departments of administration, highways, local affairs, military affairs, and natural resources. The council meets at the call of the Governor to advise him and the director of the Division of Disaster Emergency Services on matters pertaining to the declaration of disasters and disaster response and recovery activities.

#### Civil Air Patrol

This federally funded program coordinates air search missions for downed aircraft.



DEPARTMENT OF NATURAL RESOURCES

The primary concern of the department is to develop and administer a state policy which encourages the full development and utilization of Colorado's natural resources (land, water, non-renewable, wildlife, or recreational) to the benefit of all the state's citizens.

The Department of Natural Resources was created with the enactment of the "Administrative Organization Act of 1968" whereby a number of separate state departments, divisions, offices, boards, and commissions in the natural resources area were combined. Its current payroll includes over 1,170 employees. The department's budget exceeds \$48 million.

For the Department of Natural Resources, the primary source of funding for expenditures comes from cash funds. The next largest source is from the general fund followed by federal funds. The wildlife and recreation function of the department has been the largest recipient of cash and federal funds.

The principle functions of the department can be divided into six major areas.

Administrative operations. This function includes departmental management, coordination, and planning, budget preparation, and departmental planning responsibilities. Among other responsibilities the executive director's office is coordinating the implementation of the Colorado Natural Areas Act which requires an inventory of the state's qualified natural areas; establishment of criteria by which identified areas are to be evaluated; and development of a system

from which written agreements between the state and landowners can be negotiated.

Land resources. "The Enabling Act" admitting Colorado to the Union granted the state two sections in every township to be retained as a continuing source of income for the state's schools. The Board of Land Commissioners was established by Sections 9 and 10 of Article IX of the Colorado Constitution primarily to manage, control, and dispose of three million surface acres and four million acres of mineral rights. The intent of the programs of the three member Land Board are designed to promote the highest and best use of state land with the ultimate goal of obtaining the maximum return in income to the trusts through: leasing land for their best use and return per acre; issuing rights-of-way; selling land at opportune times; managing timber; and income management through the collection of royalties, rents and right-of-way payments.

The Soil Conservation Board is composed of nine members, one appointed by the Governor, and the remaining eight elected by the inhabitants of statutorily described regions of the state. In administering the Soil Conservation Act, the board is concerned with two main functional responsibilities: 1) supervision and coordination of the functions and programs of the eighty-three local soil conservation districts throughout the state; and 2) watershed planning and improvement including underground storage, flood prevention, and conservation projects.

Energy and mineral resources. This activity is carried out through the Mined Land Reclamation Board,

the Division of Mines, the Oil and Gas Conservation Commission, and the Geological Survey.

In the mining area, the department performs functions of reclaiming lands disturbed by mining operations and determines hazards to the health and the safety of miners.

The intent of the mined land reclamation program is to require those in mining operations to reclaim land so that it may be put to beneficial use. In addition, under the program, all applications for mining permits are reviewed to insure that they are in accordance with the Mined Land Reclamation Act. Finally, it is the intent of the department's program to conserve natural resources, aid in the protection of wildlife and aquatic resources and establish agricultural, recreational, residential and industrial sites to promote the welfare of the state.

The program of the Division of Mines is to: 1) identify areas where, in the mining process, safe work practices are not being utilized or the law on safety and health is not being followed; 2) instruct miners in health and safety practices, first-aid and mine resource procedures; 3) maintain mining, health and accident records; and 4) collect inspection fees.

The Oil and Gas Conservation Commission administers a program to secure the maximum amount of oil and gas and geothermal resources from underground reservoirs and to prevent wasteful practices in production and utilization of oil and gas and geothermal resources.

The final part of the department's non-renewable resource function is performed through the Colorado Geological Survey. This program is designed to provide: practical geological advice and counsel to all levels of government and to citizens on the dangers of geologic hazards and methods of control or mitigation of danger; unbiased evaluation of mineral requirements at the state and national level; and recommendations for development of both mineral resources including fossil fuels, uranium and thorium, metallic and non-metallic minerals, and ground water as it relates to development of mineral resources.

Water resources. The water resources function of the department consists of developing water policy through the Water Conservation Board and administering and distributing the state's water supply through the Division of Water Resources (State Engineer's Office).

The intent of the program of the Water Conservation Board is to promote the conservation of the waters of the State of Colorado in order to secure the greatest utilization of water and utmost prevention of floods. The activities of the board include: studying and reevaluating water conservation plans; assisting in the formation of organizations intending to utilize state waters; devising water utilization and flood prevention plans; formulating and preparing state and federal legislation on beneficial use of state waters; investigating plans and activities of other states and the federal government; and initiating plans and contracts for construction of water conservation projects.

DEPARTMENT OF NATURAL RESOURCES The basic program of the State Engineer's Office

DEPARTMENT OF PERSONNEL

(the Division of Water Resources), is to administer the distribution of the state's water supply, both surface and underground, to conform to the Colorado Constitution, Article XVI, subsequent legislation, and court decrees under the doctrine of prior appropriation.

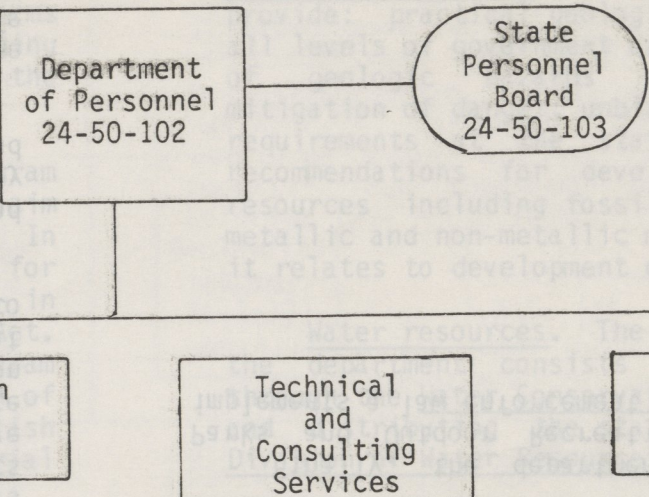
The division implements legislation concerning dam safety, land use, compilation and maintenance of records involving the occurrence of water supplies, diversion records, decreed rights, granting of well permits, supervising water well drilling and pump installations, and maximizing the beneficial use of all the waters of the state. Also, the division is responsible for meeting interstate compact commitments on water deliveries, advising members of the executive and legislative branches on both intra and interstate water matters, meeting with and advising the public on water matters and representing the State of Colorado at interstate meetings regarding the state's rights to water.

Wildlife and recreation. The wildlife and recreation function of the department is structurally carried out through the Divisions of Wildlife, and Parks and Outdoor Recreation.

The purpose of Colorado's game and nongame wildlife program is to prevent the decline of wildlife species; maintain or change the numbers and distribution of wildlife species, consistent with public demand; and facilitate public use and enjoyment of all wildlife species in such a way that each person has an equal opportunity to participate in their chosen form of wildlife recreation or use.

To meet the recreational needs of the people of the state, the department plans, acquires, develops, operates, and maintains a system of state park and recreation areas. The department assesses the outdoor recreation needs of Colorado and meets these needs by implementing financial matching assistance and technical assistance actions for planning, acquisition, and development of outdoor recreation facilities. Also, included within this function is the establishment of a system of state trails in cooperation with local governments in metropolitan areas and the registration and licensing of all boats, off-road recreational vehicles, and snowmobiles.

Finally, the department through its Division of Parks and Outdoor Recreation plans, develops, and implements a law enforcement training program.



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## DEPARTMENT OF PERSONNEL

Of the 50,000 to 55,000 people working for Colorado state government, approximately 26,000 are within the state's personnel (sometimes called civil service) system. The basic principles and structure of the personnel system are contained in sections 13, 14, and 15 of Article XII of the State Constitution. These guidelines have been implemented through the provisions of law contained in Article 50 of Title 24 of the state statutes.

Prior to voter approval of a constitutional revision of the state personnel system at the general election of 1970, the language of the constitution relating to the state civil service system had remained virtually unchanged since its adoption in 1918. (The exception was an addition of the veteran's preference section in 1944.)

### Provisions of the Constitution

The 1970 amendment to the constitution separated the policy-making, quasi-judicial functions from the administrative functions of a state personnel system, giving the former to a five member State Personnel Board and the latter to the State Personnel Director. The constitution provides that board members serve for five year terms. Three of the members are appointed by the Governor with the consent of the Senate, and two are elected by the certified employees within the state personnel system.

The state personnel system applies to all appointive public officers and employees of the state except: members of the Public Utilities Commission;

Industrial Commission; State Board of Land Commissioners; Board of Assessment Appeals; State Parole Board; State Personnel Board; members of any board or commission serving without compensation except for per diem allowances and reimbursement of expenses; employees in the offices of Governor and Lieutenant Governor whose functions are confined to such offices and whose duties are concerned only with the administration thereof; appointees to fill vacancies in elective offices; one deputy each for the Secretary of State, the State Treasurer, and the Attorney General; officers otherwise specified in the constitution; faculty members of educational institutions and departments not reformatory or charitable in character, and such administrators thereof as may be exempt by law; students and inmates in state educational or other institutions employed therein; attorneys at law serving as assistant attorneys general; and members, officers, and employees of the legislative and judicial departments of the state, unless otherwise specifically provided in the constitution.

Other significant provisions of the constitution include:

- the requirement that the names of the three persons scoring highest on competitive tests for a position be submitted to the appointing authority in the department or division within which an employment opening occurs;
- the head of a principal department appoints only the heads of divisions within his jurisdiction and the employees within his

own immediate office. All other employees of a principal department are appointed by the heads of the divisions within the department;

-- dismissal and disciplinary authority rests with the appointing authority, with the State Personnel Board acting as an appeals body; and

-- the Colorado Supreme Court determines whether officers and employees within the judicial department, other than judges and justices, should be included within the state personnel system. It also authorized the General Assembly to adopt enabling legislation for political subdivisions to contract with the Personnel Board for services.

#### Statutory Duties

The statutory duties for governing and administering the state's personnel system are divided between the State Personnel Board and the State Personnel Director.

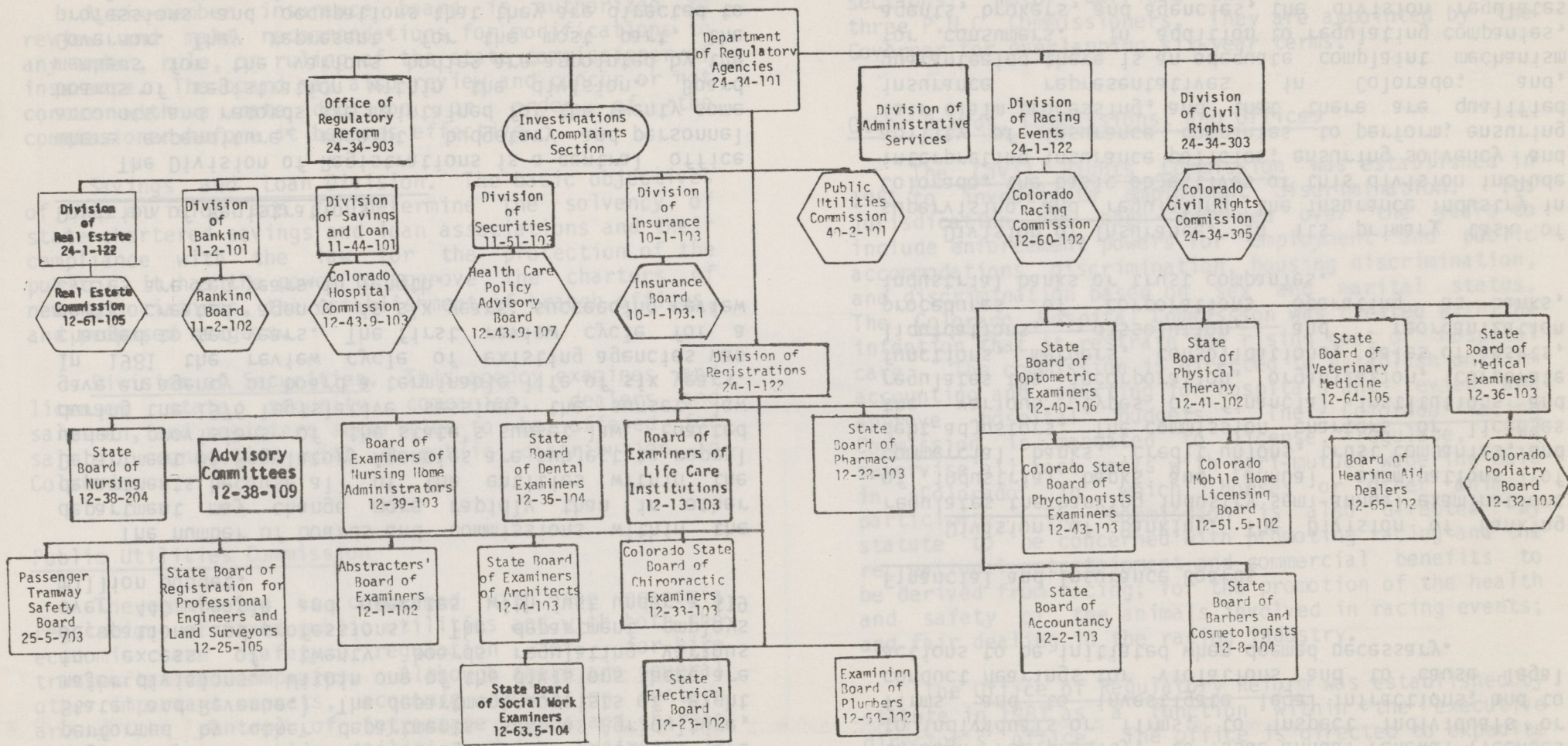
Personnel Board. The board is charged with the following major duties: regulatory review of the actions of the Personnel Director in his maintenance of the state's personnel classification plan and in his conduct of the state's salary and fringe benefits survey; regulation of the conditions, standards, and procedures for state employment examinations; the

organization of reemployment lists; the establishment of probationary employment periods; standards of performance and conduct; use of performance evaluation; leaves of absence; and amounts and conditions of nonstatutory fringe benefits; recommendation to the General Assembly of appropriate changes in the amount or conditions of statutory fringe benefits; adoption of a uniform grievance procedure for employees within the system; hearing of employee appeals on dismissals, suspensions, and other disciplinary actions taken by appointing authorities; and regulation of requests for postponements of state employee retirement.

Personnel Director. The following are the major statutory duties of the State Personnel Director: establishment of a personnel classification plan, allocation of state personnel to classes within the plan, and revision of the plan and allocations when necessary; establishment of a pay plan or plans for state personnel and assignment of personnel classes to positions in the pay plan or plans; conduct of an annual salary and fringe benefits survey and submission of the results of this survey to the Governor and to the General Assembly; approval of temporary appointments to the personnel system; and determination of which administrative positions within the state's educational institutions and departments are exempt from the personnel system.

To implement the above constitutional and statutory directives, approximately 85 people work in three administratively created agencies within the Department of Personnel. The department's budget is over \$2 million.





## DEPARTMENT OF REGULATORY AGENCIES

Under the 1968 reorganization of state government act, the Department of Regulatory Agencies was created and charged with the performance of most of the State's regulatory functions. (Some regulatory functions are performed by other departments such as Agriculture, State, and Revenue.) The department consists of eight major divisions. Within one of the divisions there are in excess of twenty boards regulating various occupations and professions. The department employs over 440 people and operates with just under a \$19 million budget.

The number of boards and commissions within the department may change more rapidly than in other departments because all of the entities within the Department of Regulatory Agencies are subject to repeal under provisions of the state's sunset law. Enacted during the 1976 legislative session, the sunset law gave an agency or board a terminable life of six years. In 1981 the review cycle of existing agencies was changed to ten years. The first review cycle for a newly created agency is six years; succeeding review cycles are ten years in length.

### Division of Registrations

The Division of Registrations is a central office where expenditure, receipt, budgetary and personnel accounts and records are maintained for the twenty some boards of registration within the division. Board members for the various bodies are appointed by the Governor. They represent, for the most part, the professions and occupations that they are directed to regulate. Most of the boards are authorized by statute to compensate their members. Generally, the major functions of these boards are: to review applicants

for examination and to administer examinations to those qualified; to license or certify those who successfully pass examinations, or issue licenses by endorsement or through reciprocity; to issue annual renewal licenses to individuals or firms; to inspect individuals or firms, and to investigate legal infractions; and to conduct hearings for violations and to cause legal actions to be initiated when deemed necessary.

### Financial and Insurance Boards

Division of Banking. The Division of Banking regulates the banking industry semi-annual examinations of industrial banks and annual examinations of commercial banks, credit unions, trust companies, and debt adjusters. The commission charters or licenses the various types of financial institutions and regulates the incorporation, organization, corporate functions, mergers, consolidations, sales of assets, liquidations, dissolution, and reorganization procedures of corporations operating as banks, industrial banks or trust companies.

Division of Insurance. In its primary task of supervising and regulating the insurance industry in Colorado, the basic objectives of this division include interpreting insurance policies; ensuring solvency and ability of insurance companies to perform; ensuring fair claim processing, and that there are qualified insurance representatives in Colorado; and, guaranteeing there is an adequate complaint mechanism for consumers. In addition to regulating companies, agents, brokers, and agencies, the division regulates adjusters, pre-need burial plans, nonprofit hospital-medical-surgical plans, health maintenance organizations, professional bailbondsmen, motor clubs,

and cemeteries.

A six-member insurance board is authorized to review and make recommendations for modifications to any order, rule, or ruling of the state commissioner of insurance. The board may also review and concur or not concur with a rate decision or order of the commissioner before it becomes effective.

Savings and Loan Division. The basic objectives of this division are to determine the solvency of state-chartered savings and loan associations and their compliance with the law for the protection of the public. It has the power to approve the charters of new associations, the establishment of branch offices, and proposed mergers.

Division of Securities. This agency examines and licenses state security companies, dealers and salesmen, and registers securities to be offered for sale in connection with a public distribution in Colorado.

Public Utilities Commission

The commission is concerned with the economic regulation of fixed public utilities and with both the economic and safety regulation of for-hire transportation companies. Although there are several other important aspects, economic regulation centers around the control of intrastate rates and charges established by public utilities doing business in Colorado. The objective of the commission is to represent the public interest by assuring the best possible utility service at the lowest cost while allowing the utility to make a fair return on

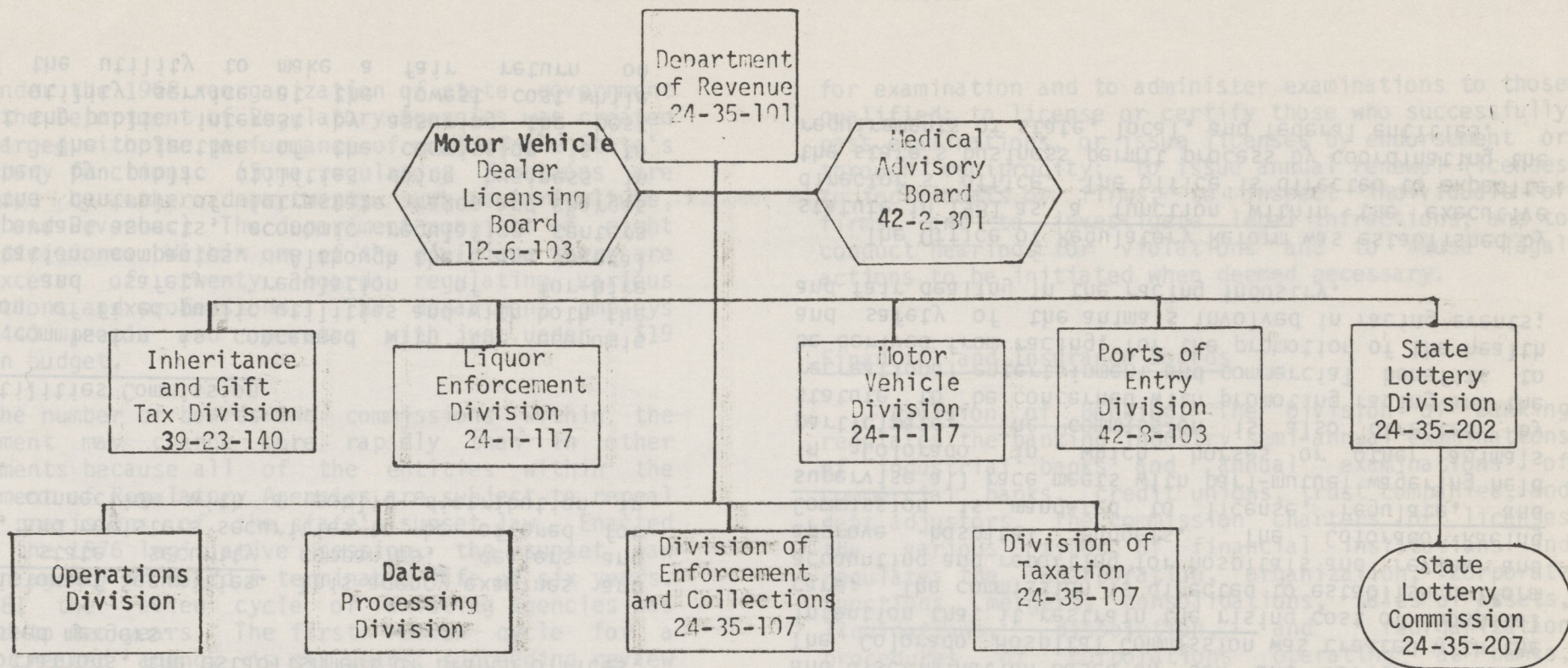
investment. The commission is organized into two basic sections: motor carriers and utilities. There are three P.U.C. Commissioners. They are appointed by the Governor for overlapping six-year terms.

Other Boards, Commissions, and Offices

The Civil Rights Commission was established in 1951 to investigate employment discrimination. Its jurisdiction has been extended over the years to include enforcement powers for employment and public accommodations discrimination, housing discrimination, and discrimination based on sex and marital status. The Colorado Hospital Commission was created with the intention that it restrain the rising cost of hospital care. The commission is directed to establish uniform accounting and reporting for hospitals and review and approve hospital budgets. The Colorado Racing Commission is mandated to license, regulate, and supervise all race meets with pari-mutuel wagering held in Colorado in which horses or other animals participate. The commission is also directed by statute to be concerned with promoting racing and the recreational entertainment and commercial benefits to be derived from racing; for the promotion of the health and safety of the animals involved in racing events; and fair dealing in the racing industry.

The Office of Regulatory Reform was established by statute in 1981 as a function within the executive director's office. The office is directed to expedite the state's business permit process by coordinating the requirements of state, local, and federal entities.

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DEPARTMENT OF REGULATORY AGENCIES



DEPARTMENT OF REVENUE

The Department of Revenue was established to provide for a single unified tax collection system. In addition to its tax collecting responsibility, the department administers and enforces specific motor vehicle laws for driver licensing, motor vehicle inspection, and driver improvement. Over 1,360 state employees work in this department. The department also assists two boards -- one licensing automobile dealers and a second which serves as an advisor to the department on medical criteria and vision standards relating to the licensing of automobile drivers. The department's annual budget is over \$36 million; some 60 percent of which is derived from cash funds.

Operations and Data Processing Divisions

These divisions handle departmental administrative processing for the recording of all documents and transactions under the jurisdiction of the department. This includes responsibility for tax, fee, license, motor vehicle registration and related motor vehicle documents; as well as checking the accuracy of taxpayer information and computations on documents; depositing and accounting to the State Treasurer for all monies received; receiving, opening and distributing all incoming mail and processing all outgoing mail; maintaining the department's central tax files; and in general maintaining the central processing function for all agencies and activities of the department. Over nine million documents are processed each year. Approximately 175 employees work in the Operations Division. Approximately 225 work in the Data Processing Division.

Taxation Division

This division is responsible for the administration and auditing of the following taxes: income and withholding, sales and use, gross ton mile, motor and special fuel, cigarette, severance, litter, and coal tonnage. The division issues licenses and permits, processes various tax forms and maintains tax accounts, issues refunds and assessments, and provides taxpayer services. The audit section of the division is responsible for insuring that tax returns filed on a voluntary basis are in compliance with the state tax statutes.

Motor Vehicle Division

Responsibility rests with this division for the administering of laws relating to driver licensing and post-licensing control, financial responsibility, accident reporting, record maintenance, information services, licensing and regulating commercial driving schools, and the titling and registration of motor vehicles.

Ports of Entry Division

This division performs a number of control, enforcement, collection, and inspection functions. In carrying out these duties the division is responsible for:

- enforcing and collecting ton mile tax and passenger mile taxes on all vehicles with an empty weight exceeding 6,500 pounds;

Department  
of Revenue  
24-35-171

Enforcement and Collections Division

- assisting in the collection of distraint warrants issued by the state for various types of taxes due by the trucking industry;
- assisting the Public Utilities Commission in the enforcement of commission permits used by commercial haulers;
- assisting the Department of Highways in the enforcement and control of gross and axle weights, and size of vehicles operating on the highways;
- assisting the Department of Agriculture in the control, enforcement and issuance of farm products handler licenses;
- verifying health inspections for livestock; and
- inspecting or verifying the certification of factory built housing units entering the state.

Liquor Enforcement Division

The collection of all excise tax on alcoholic beverages manufactured in or transported into this state is the primary responsibility of this division. In addition, it licenses all liquor and 3.2 beer establishments, distributors, importers, and public transportation systems. The agency also issues ethyl alcohol permits and special events permits.

The collection and enforcement of taxes, imposts, fees, and licenses is the main function of this agency within the Department of Revenue. This program includes collection and enforcement of sales, withholding, income, gross ton mile, special fuel, consumer and retain use, city and county sales, RTD, tobacco taxes, short checks, permits, special fuel and gross ton mile bonds; executing of warrants by seizure of property and sale when necessary, garnishment of wages and bank accounts, and filing of liens and transcripts of judgments with district courts.

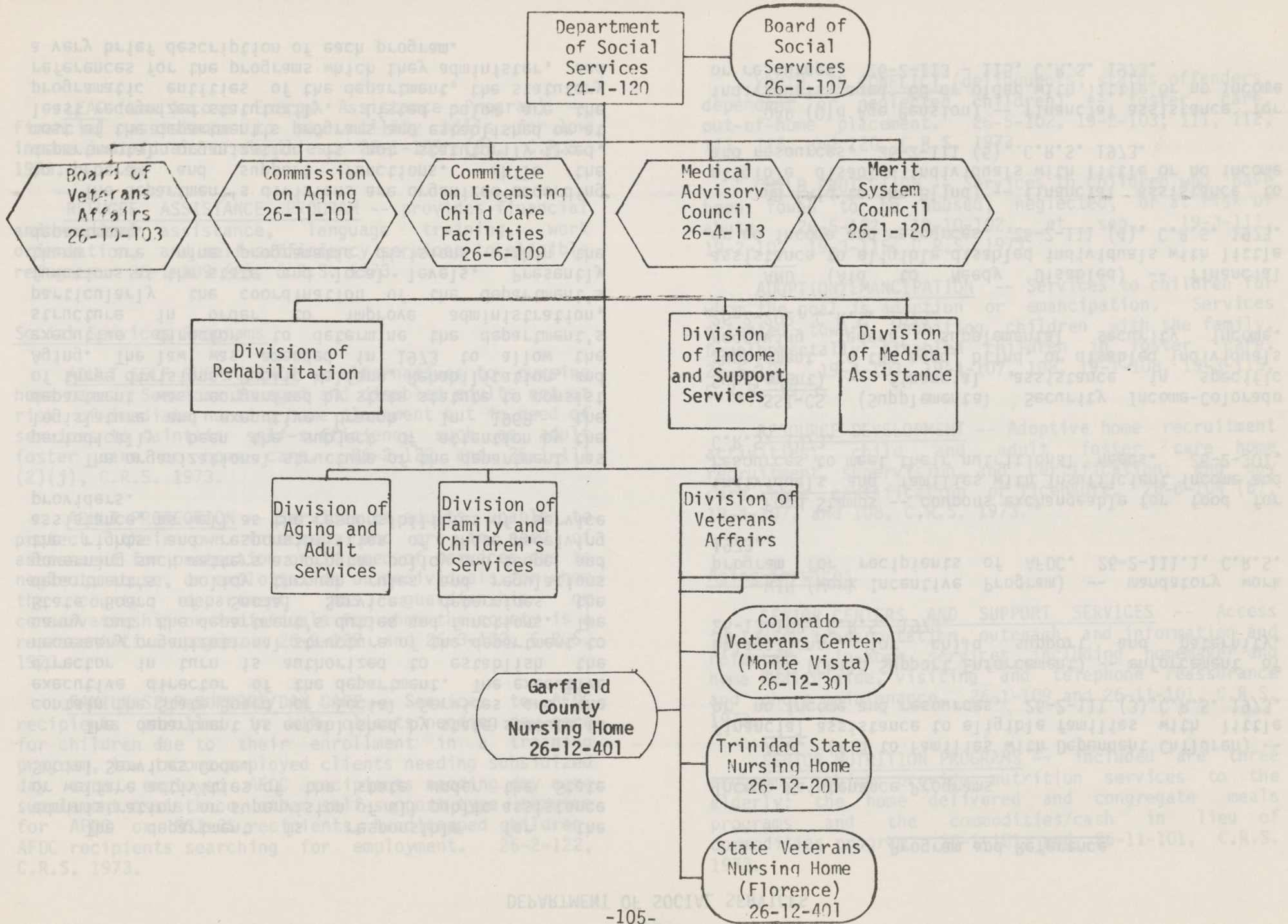
Inheritance and Gift Tax Division

This division carries out the department's responsibility for assessing and collecting inheritance and gift taxes pursuant to state law. In implementing this directive, the division's duties include determining the value of estates; assessing the correct tax on inheritances and gifts; issuing certificates of nonliability for inheritance and gift taxation; and instituting civil actions for nonpayment of inheritance and gift taxes.

State Lottery Division

Established in 1982, this division is charged with administering the state lottery. The Colorado lottery commission, within the division, is a policy-making body which determines the types of games to be offered in the lottery.

DEPARTMENT OF REVENUE



DEPARTMENT OF SOCIAL SERVICES

The department is responsible for the administration or supervision of all public assistance or welfare activities of the state under the State Social Services Code.

The department is established by state statute to contain the State Board of Social Services and the executive director of the department. The executive director in turn is authorized to establish the necessary organizational structure of the department to carry out the department's duties and functions. The State Board of Social Services determines the department's policy through rules and regulations governing such matters as program policy and scope and the rights and responsibilities of those receiving assistance, as well as the responsibilities of service providers.

The organizational structure of the department has periodically been the subject of attention by the legislature and executive branch. In 1968, the department was reorganized by state statute to consist of three divisions; Public Welfare, Rehabilitation, and Aging. The law was amended in 1973 to allow the executive director to determine the department's structure in order to improve administration, particularly the coordination of the department's functions at the state and local levels. Presently there are nine programmatic divisions within the department.

The department's divisions are organized according to program and support functions. While the departmental organization is not statutorily fixed, most of the department's programs are established or at least recognized statutorily. Listed below are the programmatic entities of the department, the statutory references for the programs which they administer, and a very brief description of each program.

Program and Reference

Income Maintenance Programs

AFDC (Aid to Families with Dependent Children) -- financial assistance to eligible families with little or no income and resources. 26-2-111 (3), C.R.S. 1973.

CSE (Child Support Enforcement) -- enforcement of obligations for child support and paternity. 26-13-102, C.R.S. 1973.

WIN (Work Incentive Program) -- mandatory work program for recipients of AFDC. 26-2-111.1, C.R.S. 1973.

Food Stamps -- coupons exchangeable for food for individuals and families with insufficient income and resources to meet their nutritional needs. 26-2-301, C.R.S. 1973.

SSI-CS (Supplemental Security Income-Colorado Supplement) -- financial assistance in specific supplement to the aged, blind, or disabled individuals receiving federal supplemental security income. 26-2-202, C.R.S. 1973.

AND (Aid to Needy Disabled) -- financial assistance to eligible disabled individuals with little or no income and resources. 26-2-111 (4), C.R.S. 1973.

AB (Aid to the Blind) -- financial assistance to eligible disabled individuals with little or no income and resources. 26-2-111 (5), C.R.S. 1973.

OAP (Old Age Pension) -- financial assistance for individuals aged 60 or older with little or no income or resources. 26-2-113 - 115, C.R.S. 1973.



LEAP (Low Income Energy Assistance Program) -- financial assistance to pay utility bills for low income individuals or families. 26-1-109 (2), C.R.S. 1973.

REFUGEE ASSISTANCE PROGRAM -- provides financial and medical assistance, language training, work orientation, and self-sufficiency services to eligible refugees. 26-1-109 (2), C.R.S. 1973.

#### Social Services Programs

ADULT SELF SUFFICIENCY -- alternatives to nursing home care. Services to aged and disabled adults not at risk of immediate nursing home placement but in need of services to maintain self-sufficiency such as adult foster care or home care. 26-2-122 and 26-1-111 (2)(j), C.R.S. 1973.

ADULT PROTECTION -- Services to adults unable to protect their own interests who are in need of assessment for protection or in need of services due to neglect, abuse, or exploitation or individuals for whom the county department has guardianship or conservatorship or individuals for whom the county is a representative payee. 26-2-122 and 26-3-102, C.R.S. 1973.

FAMILY SELF-SUPPORT/DAY CARE -- Services to AFDC recipients enrolled in WIN, clients needing day care for children due to their enrollment in a training program, low income employed clients needing subsidized day care, employed AFDC recipients needing day care supplement assistance, other self-support type service for AFDC or SSI-CS recipients, handicapped children, AFDC recipients searching for employment. 26-2-122, C.R.S. 1973.

YOUTH IN CONFLICT (delinquents, status offenders, dependent or neglected children) -- foster care, out-of-home placement. 26-5-102, 19-2-103, 111, 112, 113, 115, and 120, C.R.S. 1973.

CHILD PROTECTION -- Services to children who have been found to be abused, neglected, or at risk of abuse. 26-5-102, 19-10-102, et seq., 19-3-111, 19-2-103, 19-3-115, C.R.S. 1973.

ADOPTION/EMANCIPATION -- Services to children for whom the goal is adoption or emancipation. Services oriented toward reuniting children with the family. Developmentally disabled children in foster care. 26-5-102, 19-4-103, 19-4-107, 108, 19-1-108, 19-3-115, C.R.S. 1973.

RESOURCE DEVELOPMENT -- Adoptive home recruitment activities; child and adult foster care home recruitment, supervision, and certification; and day care home certification or licensure. 26-6-104 (b), 19-4-107, and 108, C.R.S. 1973.

#### Aging Services

SENIOR CENTERS AND SUPPORT SERVICES -- Access including transportation, outreach, and information and referral. In-home services including homemaker and home health aide, visiting and telephone reassurance and chore maintenance. 26-1-109 and 26-11-101, C.R.S. 1973.

SENIOR NUTRITION PROGRAMS -- included are three programs which provide nutrition services to the elderly: the home delivered and congregate meals programs and the commodities/cash in lieu of commodities program. 26-1-101 and 26-11-101, C.R.S. 1973.

SENIOR INCOME AND EMPLOYMENT SERVICES -- designed to meet two needs experienced by the elderly, especially those who fall within the areas of greatest economic or social need: the need for additional income, and the need to establish a personal sense of involvement with the community. 26-1-109 and 26-11-101, C.R.S. 1973.

SENIOR ADVOCACY SERVICES -- builds capacity at the local level to handle nursing home complaints and deliver legal services to older persons. 26-1-109 and 26-11-101, C.R.S. 1973.

Vocational Rehabilitation

GENERAL REHABILITATION PROGRAM -- places physically or mentally handicapped individuals into private employment. 26-8-105, C.R.S. 1973.

REHABILITATION TEACHER PROGRAM -- works with elderly blind or visually impaired persons to assist them with personal adjustment skills, and works with other visually impaired persons who may become employable and be aided by the skills taught them. 26-8-103 and 26-8-105, C.R.S. 1973.

REHABILITATION CENTER FOR THE BLIND AND DEAF IN DENVER -- provides vocational and personal adjustment evaluation and training in order to assist individuals in achieving independence in day-to-day living. 26-8-105, C.R.S. 1973.

PROJECTS WITHIN INDUSTRY FOR THE BLIND -- involves direct job placement and job readiness skills training to assist individuals who have completed the personal adjustment training and wish to go into employment in the Denver area. 26-8-105, C.R.S. 1973.

BUSINESS ENTERPRISE PROGRAM -- places blind persons into food service operations in a total of 50 facilities and 28 satellite operations which employ 50 blind or visually impaired operators. 26-8-105, 106, and 26-8.5-101, C.R.S. 1973.

WORKMAN'S COMPENSATION SERVICES -- provides vocational rehabilitation services to injured workers referred by those insurance carriers who provide Workmen's Compensation coverage to employers. 26-8-105, C.R.S. 1973.

Veterans Services

VETERANS BENEFIT COUNSELING PROGRAM -- provides direct services which assist veterans with pensions and other awards. 26-10-106 (1)(b), C.R.S. 1973.

VETERANS SERVICE OFFICERS -- assists veterans and their survivors or dependents in applying for and appealing veteran's pensions and other awards. 26-10-108, C.R.S. 1973.

TRINIDAD STATE NURSING HOME -- assists residents in reaching their maximum potentials through 24-hour skilled and intermediate nursing home care. 26-12-201, C.R.S. 1973.

COLORADO STATE VETERANS CENTER AT HOMELAKE -- enables veterans and non-veterans to be rehabilitated or to live out their remaining years with adequate shelter, food, recreation and intermediate nursing care. 26-12-301, C.R.S. 1973.

COLORADO STATE VETERANS NURSING HOME -- provides skilled and intermediate nursing home care to veterans, their spouses, widows and mothers. 26-12-401, C.R.S. 1973.

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### Medical Assistance

MEDICAID -- federal and state program which provides direct medical care services for eligible persons, generally those receiving public assistance or federal Supplemental Security Income benefits. 26-4-101, et. seq., C.R.S. 1973.

### Relationship between the Department and Other Levels of Government

The department is authorized to accept federal funds for specific public assistance and welfare programs, after receiving the written approval of the Governor and the state Attorney General.

The above-listed programs administered by their respective divisions are substantially supported by federal funds, with the exception of the veterans affairs program. The department is accountable to the federal government for the expenditure of federal funds in those programs which have federal financial participation, and for the delivery of services as a condition for receiving such funds. Some of the programs are administered by county governments and supervised by the state department. For these programs, county governments are fiscally and programatically responsible to the state department.

Federal social service and welfare law generally requires the states to develop a state plan for each program which: 1) is in effect in all political subdivisions in the state and is mandatory on the subdivisions; 2) provides for state financial participation; and 3) designates a single state agency to administer or supervise the administration of the state plan.

In Colorado, the Department of Social Services is established by statute as the sole state agency for administering "public assistance and welfare" under its general powers, which are authorized under Article 1, of Title 26. In addition, the department is specifically designated as the single state agency to administer the following programs in cooperation with the federal government: assistance payments, social service, medical assistance, vocational rehabilitation, food assistance, and child support enforcement. Single state agency designation for the first three programs is granted by statute, while the department's single state agency designation for the others is by executive action.

Of the eight programs now within the department, three are totally administered by county departments, namely the social services program, the income maintenance program and the child support program. The state department provides supervision for these programs. In addition, the medical assistance program is partially administered by counties. While county departments determine eligibility for the medical assistance program, all other aspects of administration and supervision rest with the state department. A fifth program, the food assistance program, is administered by most of the counties under state supervision. Three programs, vocational rehabilitation, veterans affairs, and services to the aging, are completely administered and supervised by the state.

### General Powers and Responsibilities of the Department in Relation to the Counties

In administering funds for public assistance, the state department is empowered by state law to: (1) withhold administrative reimbursement to the county

social services departments if any county does not comply with the laws and regulations of the grants and with the rules of the department; 2) administer any and all public assistance and food stamp activities in any county which has had its grants terminated; 3) require counties to proportionately share the costs of providing public assistance and food stamps as a condition for receiving grants-in-aid (even if the state has taken over the administration of a county's program); and 4) recover any monies which a county owes to the state by reducing the amount of the department's payments to a county.

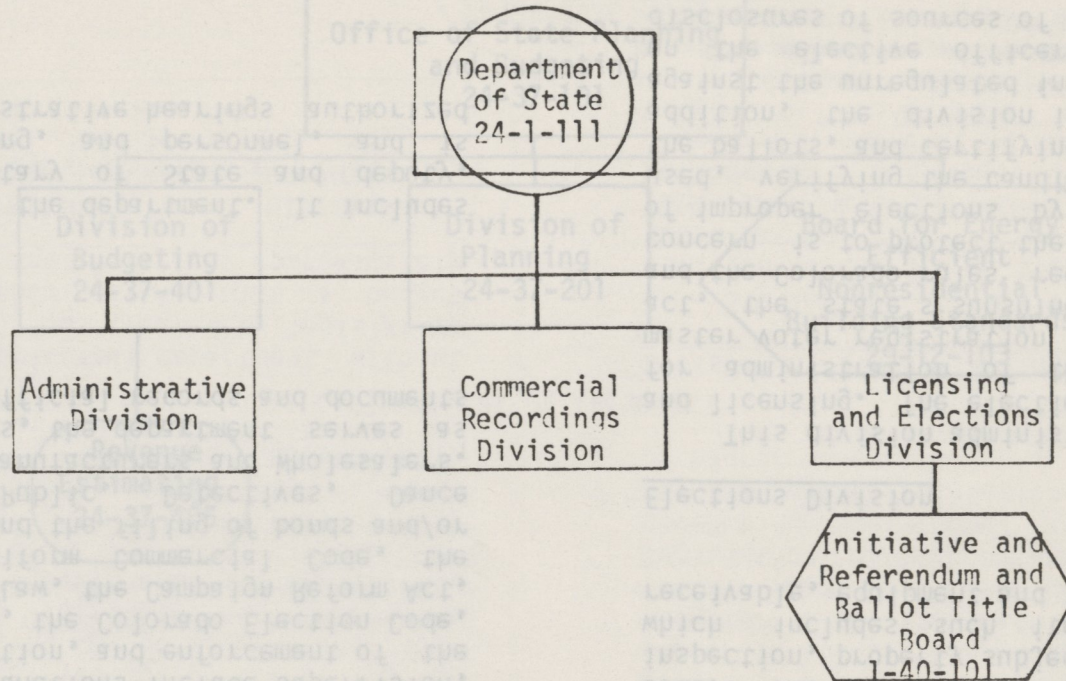
The state department is required statutorily to reimburse county social services departments for 80 percent of the counties' administrative and programatic costs for providing public assistance services in their respective counties, contingent upon county compliance with the appropriate laws and regulations and upon the availability of state and federal funds. The state reimbursement of county departments cannot exceed the annual appropriations by the state legislature for such purposes. Counties are required to finance no more than 20 percent of the programatic and operating costs of the county social services departments.

The state department's statutory authority over the counties extends to the administration of county social services departments. The State Board of Social Services promulgates rules governing the fiscal and personnel administration of county departments. The board is empowered to set standards and qualifications for county personnel, including the directors of county departments, as well as personnel salary schedules based on prevailing county, district, or regional wages.

In addition, the department is required to establish a merit system for employees of county social

services departments. The merit system consists of a Merit System Council, a merit system supervisor, and other employees. The Merit System Council consists of three members appointed by the Governor to serve for three-year overlapping terms. The council recommends to the State Board policy on matters such as merit examinations and fair hearing of personnel appeals, and submits an annual budget to the department on the cost of all merit system activities including county costs for operating the system. In turn, the state department implements the merit system by: 1) establishing minimum qualifications and a classification plan for employment in county departments; 2) developing entry level and promotional examinations; 3) developing a compensation plan; and 4) providing for disciplinary actions.

County boards of social services are required to submit the budgets for their departments to the state department for review, prior to adoption of the budget by the Boards of County Commissioners. State law provides that the department shall determine the needs of each county and shall fund the county departments after taking into consideration the availability of revenues. In practice, the department acts as a spokesman for the counties in dealings with the state legislature and federal government to obtain funding for the county departments.



## DEPARTMENT OF STATE

The office of the Secretary of State is authorized by Section 1, Article IV of the State Constitution. There are no statutory divisions established in the Secretary of State's office. As a result, as director of the department, the Secretary of State has divided the six main statutory programs within three major administratively created divisions.

Major departmental functions include supervision, administration, interpretation, and enforcement of the Colorado Corporations Code, the Colorado Election Code, the Voter Registration Law, the Campaign Reform Act, the Sunshine Law, the Uniform Commercial Code, the Bingo and Raffles Law, and the filing of bonds and/or licensing of Notaries Public, Detectives, Dance Schools, and Fireworks Manufacturers and Wholesalers. In addition to these duties, the department serves as the depository for many official records and documents of state government.

### Administrative Division

This division governs the department. It includes the offices of the Secretary of State and deputy, budget, finance, planning, and personnel, and is responsible for all administrative hearings authorized and required by statute.

### Corporations Division

This division is charged with receiving, auditing, verifying and maintaining records of articles of incorporation, amendments, dissolutions, reinstatements, mergers, consolidations, trade names,

and the like. Annual report forms are sent to corporations for remittance of the annual franchise tax to the state. The division also receives filings from the state's non-profit corporations.

Under state law the Department of State is designated as the central filing agency for secured transactions under terms of the Uniform Commercial Code. The Corporations Division records, for public inspection, property subject to a security interest which includes such items as inventory, accounts receivable, equipment and intangibles.

### Elections Division

This division administers two programs: elections and licensing. The elections program is responsible for administration of the state election code, the master voter registration list, the campaign reform act, the state's sunshine law, the notary public act, and the Colorado rules register. Thus, the primary concern is to protect the public from the consequences of improper elections by validating the procedures used, verifying the candidates and issues appearing on the ballots, and certifying the election results. In addition, the division is concerned with safeguarding against the unregulated influence of special concerns on the elective officers through proper financial disclosures of sources of income or contributions and their uses.

The licensing and enforcement program is responsible for administration of the state's bingo and raffles law, licensure of fireworks manufacturers and wholesalers, and registration of dance schools.

Office of State Planning  
and Budgeting  
24-37-101

Division of  
Budgeting  
24-37-401

Division of  
Planning  
24-37-201

Board for Energy  
Efficient  
Nonresidential  
Building Standards  
29-12-103

Revenue  
Estimating  
24-37-405

## OFFICE OF STATE PLANNING AND BUDGETING

The Office of State Planning and Budgeting, the Department of Administration, and the Department of Personnel perform essentially staff functions for the executive branch of state government. Although they cannot be viewed as public service organizations, the three departments nevertheless perform functions vital to effective governmental management.

The statutory duties carried out by the Office of State Planning and Budgeting may be grouped into four broad staff functions: (a) formulate the Governor's annual budget for state government and monitor the expenditures of executive agencies; (b) oversee or manage state government's physical facilities; (c) review pending legislation and determine its economic impact; and (d) coordinate long-range governmental planning.

The office (the only principal department without the title of "department") was created by legislative enactment in 1974. The agency operates with a budget in excess of \$1.4 million and a staff of approximately 30 people.

The duties of the agency's two statutory divisions are summarized below.

### Division of Budgeting

The primary function assigned to the division by law is to "provide for the integration of policy-level planning, programming, and budgeting functions of the executive department into a cohesive, unified system and make the system responsive to the policy-making

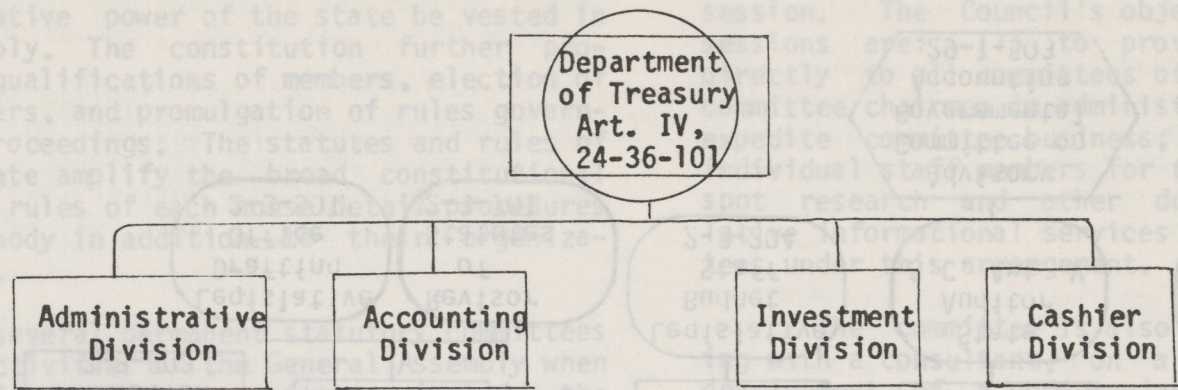
requirements of the governor and the general assembly." As a part of this broad responsibility, the division's duties include staffing the Governor's revenue-estimating advisory group and developing the group's annual general revenue fund estimate; reviewing and recommending revisions of the plans, policies, and programs of state agencies, and proposing alternative methods for accomplishing the objectives of state programs and policies; developing long-range fiscal plans for both operating and capital construction budgets and for the state revenue structure; developing fiscal notes for the General Assembly on pending legislation as it affects local government; and developing operational and construction master plans for each state institution, except state institutions of higher education.

### Division of State Planning

Staffed by a small number of employees, this division is charged by statute with responsibility for coordinating the preparation and maintenance of long-range master plans which recommend executive and legislative actions for achieving desired state objectives; stimulating and assisting state agencies to engage in long-range and short-range planning; reviewing and coordinating the planning efforts of state agencies; furnishing state agencies with data, projections, and other technical assistance needed to discharge their planning responsibilities; and reviewing and evaluating programs, policies, and resources which are relevant to the development of the state.



THE LEGISLATIVE BRANCH



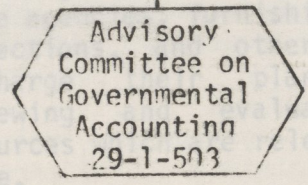
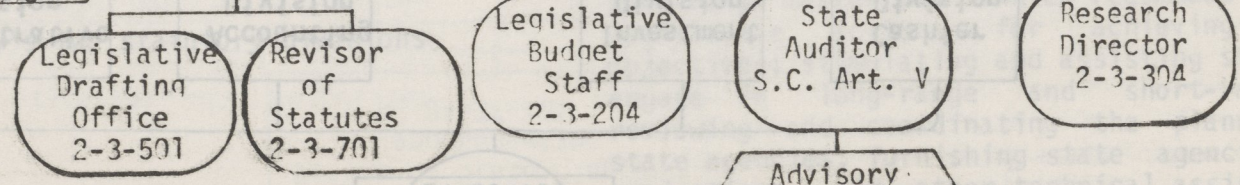
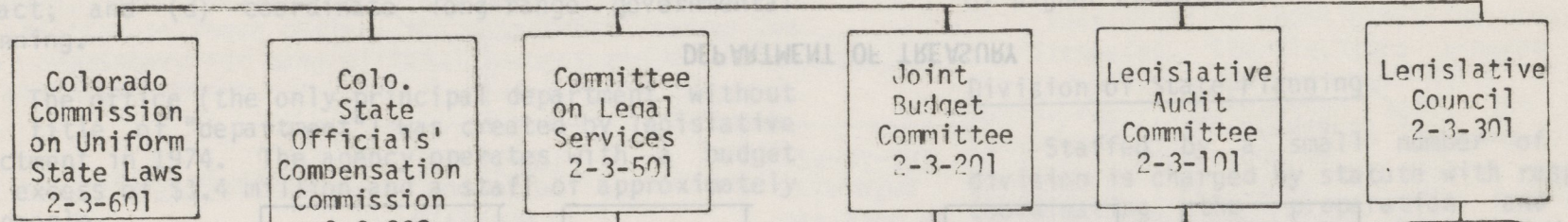
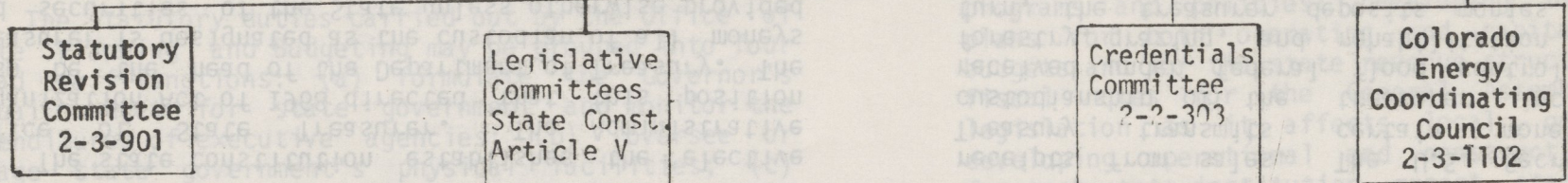
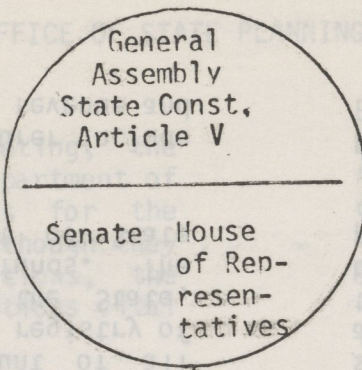
DEPARTMENT OF TREASURY

The state constitution establishes the elective office of State Treasurer. The Administrative Organization Act of 1968 directed that this position also be the head of the Department of Treasury. The treasurer is designated as the custodian of all moneys and securities of the State unless otherwise provided by law. The treasurer also keeps an account of all moneys received and disbursed, and keeps a registry of all warrants drawn against the treasury of the State, including distributions to various funds. The treasurer is responsible for the investment of State money in the Treasurer's Account.

The monies received by the State Treasurer include taxes, fees, charges, tuition, lottery revenue and

receipts from sales. The U.S. Secretary of the Treasury transmits certain moneys into the custodianship of the treasurer including monies received under federal flood control, oil leasing, forestry, grazing, and rehabilitation programs. In turn, the treasurer deposits monies in national or state banks or savings and loan associations. He is also responsible for paying warrants drawn on the treasury by the State Controller. These warrants may be drawn in favor of individuals or in favor of political entities such as counties.

The treasurer is a member of the State Board of Equalization and an ex officio member of the Public Employees' Retirement Association Board.



## THE LEGISLATIVE BRANCH

Article V of the state constitution provides that the legislative power of the state be vested in the General Assembly. The constitution further provides for the qualifications of members, election of legislative officers, and promulgation of rules governing legislative proceedings. The statutes and rules of the House and Senate amplify the broad constitutional authority. The rules of each house detail procedures followed by each body in addition to their organizational structures.

There are several permanent statutory committees to handle the activities of the General Assembly when it is not in session. These committees include the Legislative Council, the Legal Services Committee, the Joint Budget Committee, the Legislative Audit Committee, and the Statutory Revision Committee.

The Legislative Council. Created in 1953, this 14-member body consists of 12 appointed legislators -- six Senators and six Representatives -- and the majority leader of the Senate and the Speaker of the House, who serve ex officio. The Council appoints a director of research who appoints additional employees as are necessary to perform the functions assigned. The Legislative Council staff serves as the fact-finding and information-collecting arm of the General Assembly. The Council also appoints committees which concentrate on specific legislative study assignments with the assistance of the staff. This work is accomplished during the period between legislative sessions. Progress on these committee projects is effected through a series of periodic meetings or hearings and culminates in published reports which give pertinent data in the form of facts, figures, arguments, alternatives, and recommendations (including suggested statutory language) for legislative action.

The Legislative Council instituted a program of

staffing committees of reference during the 1967 session. The Council's objectives during legislative sessions are: (1) to provide research assistance directly to all committees of reference; (2) to assist committee chairmen in administrative matters so as to expedite committee business; and (3) to make available individual staff members for the purposes of providing spot research and other duties to facilitate legislative informational services required by the committees under this arrangement.

The committee is also responsible for contracting with a consultant, on a yearly basis, for the development of a computerized budget information system. The project, established in 1976, is to establish a data bank of information on state programs and costs which will be used to support legislative decision making.

Joint Budget Committee. Established by statute in 1959, the Joint Budget Committee is the permanent fiscal and budget review agency of the Colorado General Assembly. The Joint Budget Committee consists of the chairman of the House Appropriations Committee plus one majority party member and one minority party member of the House Appropriations Committee, and the chairman of the Senate Appropriations Committee plus one majority member and one minority member of the committee.

The committee elects a chairman and a vice-chairman, one from the Senate membership of the committee and one from the House membership of the committee. The chairman serves for the first regular session of the General Assembly, and as vice-chairman for the second regular session; the vice-chairman serves as chairman for the second regular session of said General Assembly.

The committee and its staff of approximately a dozen analyze the programs, management, operations and fiscal needs of all state agencies. They review agency and executive budget requests and conduct budget hearings.

The committee prepares the appropriation bills, including the "long bill" which contains the line item appropriations for all functions of the executive and judicial branches, for introduction in the legislature. The annual "Appropriations Report" by the committee is printed following the legislative session, and expresses legislative intent and program guidance for state agencies.

The Legislative Drafting Office. The Legislative Drafting Office is under the direction of the Committee on Legal Services. The Committee on Legal Services consists of eight members of the General Assembly. The eight legislative members are the majority and minority leaders of the House of Representatives or their respective designees, the majority and minority leaders of the Senate or their respective designees, the respective chairmen of the House and Senate committees on judiciary or their respective designees, one member from the minority party in the House of Representatives and one member of the minority party in the Senate.

The Committee on Legal Services appoints a director of the Legislative Drafting Office. The director appoints a staff which includes attorneys-at-law, and technical and clerical personnel to assist in the operation of the office.

The Legislative Drafting Office drafts most of the bills, resolutions, and memorials introduced in the General Assembly. Under joint rule, no bill may be introduced in either house unless first approved as to

form by the Drafting office. Under the law establishing the office, no bill can be drafted without the request of a member of the General Assembly or the Governor.

Certain attorneys assist the Committee on Legal Services in reviewing the rules and regulations of executive agencies. They are reviewed to determine whether the rule or regulation is within the power delegated to the agency as authorized by law. The committee may recommend that a bill be introduced which amends or rescinds the rule or regulation.

The office maintains complete legislative records on bills, resolutions, and memorials considered and enacted by the General Assembly, and on other legislative actions. Copies of all bills drafted by the office and all bills printed by the General Assembly are kept on file for reference purposes. Following adjournment, the office prepares a digest of bills enacted summarizing the major provisions of each bill passed during the preceding session.

The office, again acting under the direction of the Committee on Legal Services, coordinates litigation involving the General Assembly. The office also researches questions of law for members of the General Assembly.

In addition to the above services, the Legislative Drafting Office assists Legislative Council committees and interim committees not working directly under the Council. The office also works closely with the Revisor of Statutes in checking enacted bills before insertion in the Session Laws and Supplement.

Office of Revisor of Statutes. The Committee on Legal Services appoints a Revisor of Statutes to administer the Office of Revisor of Statutes. The

Revisor appoints attorneys and clerical personnel to assist in the operation of the office.

The Revisor is responsible for compiling, editing, and preparing for publication all the laws of the State of Colorado. The Revisor also prepares supplements to the statutes. Laws enacted by the Colorado General Assembly in each session are edited, collated and revised, with annotations, and are printed in an annual cumulative pocket supplement to each volume.

The Revisor is responsible for arranging and preparing the Session Laws for publication, immediately after each session of the General Assembly. The Session Laws are bound volumes containing all the laws and concurrent resolutions passed at that session, together with those resolutions and memorials as are designated by the House and the Senate for publication.

The Revisor is responsible for reviewing bills for format, grammar, and legality after they have been drafted by the Legislative Drafting Office and also for reviewing all bills and amendments after they are passed by either house.

Statutory Revision Committee. The Statutory Revision Committee was established in 1977. The committee consists of the following nine members: the respective chairmen of the House and Senate committees on judiciary or their designees; one member from the minority party in the House of Representatives; one member of the minority party in the Senate; the Revisor of Statutes; and four members appointed by the Committee on Legal Services. At least two members appointed by the Committee on Legal Services must be attorneys-at-law. Staff services are provided by the Legislative Drafting Office.

The Statutory Revision Committee examines the

common law and statutes of the state and current judicial decisions for the purpose of discovering defects and anachronisms in the law. Recommendations are received by the committee from knowledgeable organizations, justices, judges, and other public officials concerning antiquated and inequitable rules of law. The findings and recommendations of the committee are submitted to the General Assembly by January 15th of each year.

State Auditor and Legislative Audit Committee.

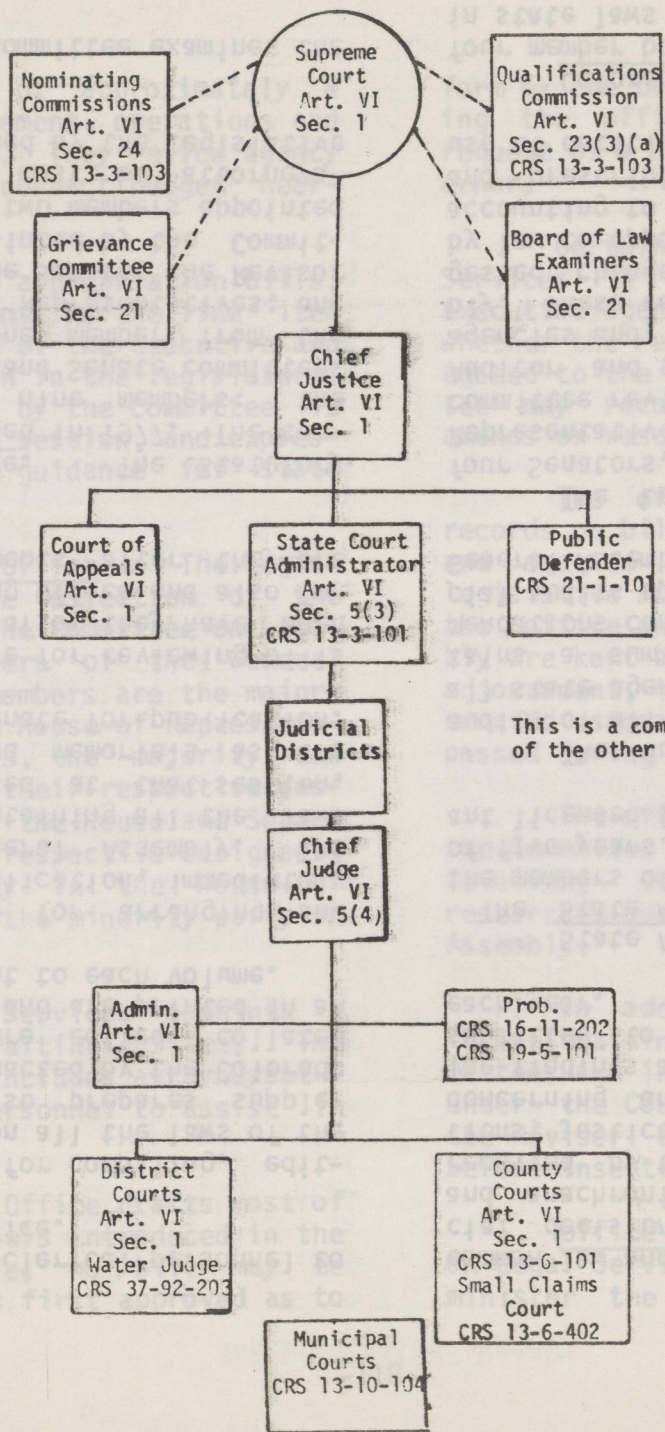
The State Auditor is appointed by a majority vote of the members of the General Assembly to serve for a term of five years. He must be a certified public accountant licensed in Colorado.

The duties of the State Auditor are to conduct audits of all financial transactions and accounts of all state agencies; prepare an annual report which contains a summary of audit reports, as well as recommendations concerning each department; and conduct special audits upon the request of the Governor or the General Assembly.

The Legislative Audit Committee is made up of four Senators, two from each political party, and four Representatives, two from each political party. The committee reviews the post audit reports of the State Auditor and submits its recommendations to the audited agencies and, when appropriate, to the General Assembly. These recommendations often take the form of suggested changes in the law. The Governor is authorized by law to appoint an advisory committee on governmental accounting to assist the state auditor in formulating and prescribing a classification of accounts for the use of entities of local government.

Colorado Commission on Uniform State Laws. This four member body is charged with promoting uniformity in state laws when it is desirable and practicable.

COLORADO COURT SYSTEM



This is a composite representation of the other 21 judicial districts.

THIS IS A COMPOSITE REPRESENTATION OF 22 JUDICIAL DISTRICTS. THE SECOND JUDICIAL DISTRICT, WHICH INCLUDES THE DENVER DISTRICT, JUVENILE, SUPERIOR, COUNTY AND PROBATE COURTS VARIES SUBSTANTIALLY FROM THIS COMPOSITE.

## JUDICIAL BRANCH

The Colorado court system consists of the Supreme Court, an intermediate Court of Appeals, district courts, county courts, and municipal courts. Special probate courts and juvenile courts exist in the City and County of Denver, along with a separate superior court.

The state judicial system was reorganized as a result of a constitutional amendment adopted in 1962. A second constitutional amendment approved in 1966 changed the method of selecting and removing judges and strengthened judicial administration. The 1962 amendment took effect in January, 1965. Under the amendment justice of the peace courts were eliminated and replaced by a new minor court system - the county court. The county court as it existed prior to the amendment was eliminated, and juvenile, probate, and mental health jurisdiction was transferred to the district court, except in the City and County of Denver, where separate juvenile and probate courts were created. The 1966 amendment changed the method of selecting and removing Supreme Court Justices, district judges, and county judges and provided a mandatory retirement age of 72, except that justices and judges in office on the effective date of amendment can complete their terms regardless of age. Previously, these justices and judges were elected on partisan ballots. Vacancies are now filled by appointments, and judges run for retention in office on non-competitive ballots. The amendment created a Judicial Qualifications Commission with authority to recommend to the Supreme Court the removal or retirement of a justice or judge of a court of record because of willful misconduct, willful or persistent failure to perform his duties, intemperance, or permanent disability which would prevent him from carrying out his duties. Previously, a judge could be removed only by impeachment.

### The Court Structure

Authority of Chief Justice. The Chief Justice is the executive head of the court system. He has constitutional authority to assign active judges to judicial duties in jurisdictions other than their own and to assign retired judges to temporary judicial duty. The Chief Justice has the power to appoint the chief judge in each judicial district and to delineate the authority to be exercised by the chief judges. The Chief Justice is selected by the Supreme Court and serves at the pleasure of the majority of the court.

State Court Administrator's Office. Effective January 1, 1970, the State assumed the full responsibility for funding all courts of record, including juvenile and adult probation, and juvenile detention, other than the Denver County Court and municipal courts. Also, a statewide public defender system was initiated and is funded by the state. The court administrator is a constitutional position. The Supreme Court appoints the administrator and such other personnel as it deems necessary to aid in the administration of the courts.

A separate court personnel system was established by the Supreme Court, and budgeting, fiscal administration, research and statistics capabilities, data processing, and the development of a capital improvement program are the responsibility of the State Court Administrator, subject to the approval of the Chief Justice. The staff of the Administrator's office lends guidance, training, specialized expertise, and coordination to the districts.

Supreme Court

The Colorado Supreme Court is composed of seven justices who serve 10-year terms. The number of justices may be increased to nine upon request of the court and concurrence of two-thirds of the members of each house of the General Assembly. The Court has both appellate and original jurisdiction.

Appellate review by the Supreme Court of final judgments of the district courts, the Denver Probate Court, and the Denver Juvenile Court is a matter of right. The Supreme Court has initial appellate jurisdiction over: 1) cases in which the constitutionality of a statute, a municipal charter provision, or an ordinance is in question; 2) cases concerned with decisions or actions of the Public Utilities Commission; 3) writs of habeas corpus; 4) water cases involving priorities or adjudications; and 5) summary proceedings initiated under the State's Election Code. The constitution also requires the Supreme Court to give its opinion upon important questions upon solemn occasions when required by the Governor, the Senate, or the House of Representatives.

Court of Appeals. The Court of Appeals is composed of ten judges who serve eight-year terms and who must have the same qualifications as Supreme Court Justices. The Court of Appeals sits in divisions of three judges each to hear and determine all matters before the court. The chief judge, who is appointed by the Chief Justice, assigns the judges to the three divisions and rotates these assignments from time to time. The divisions of the Court of Appeals are located in Denver, but a division may sit in any county seat to hear oral argument.

The Court of Appeals has initial appellate jurisdiction over appeals from final judgments of the district courts and the Denver Probate, Juvenile and Superior Courts, except for those matters which lie directly to the Supreme Court. The Court of Appeals also has initial jurisdiction over appeals from awards or actions of the Industrial Commission in workmen's compensation and unemployment compensation cases and appeals regarding charters for new state banks granted or denied by the Banking Board. The court has jurisdiction to review actions of the Board of Medical Examiners and Dental Examiners in refusing to grant, or in revoking or suspending a license, or in placing a holder of a license on probation.

District Court. The district court is Colorado's trial court of general jurisdiction. It has original jurisdiction in domestic relations, civil, juvenile, probate, mental health, and criminal cases, except in the City and County of Denver, where probate and mental health matters are heard by the Probate Court and all juvenile matters by the Juvenile Court.

Judges appointed to the district court bench are appointed to the judicial district and serve in any or all of the counties within that district, subject to the approval of the chief judge of that district. There are 107 district judges serving in 22 judicial districts, and the specialized courts in Denver. Any increase or decrease in the number of district judges and any change in judicial district boundaries require approval of two-thirds of the members of each house of the General Assembly. No judicial district may comprise more than seven counties.

Water Courts. The Water Right Determination and Administration Act of 1969 set up seven water districts



in the state and established in each the position of water judge.

The Supreme Court selects the water judge for each district from among the judges of the district courts of the district situated entirely or partly within the division. Additional judges may be designated by the Supreme Court. The water judges have jurisdiction in the determination of water rights, uses and administration of water, and all other water matters within the jurisdiction.

Denver Probate Court. The Denver Probate Court has exclusive jurisdiction within the city and county over all matters of probate and the adjudication of the mentally ill. The Court has one judge, but the number may be increased by law.

Denver Juvenile Court. The Denver Juvenile Court has exclusive jurisdiction over juvenile matters arising in the city and county. These include the following proceedings: delinquency, children in need of supervision, dependency and neglect, relinquishment, adoption, and paternity and support. The Court has three judges, and the number may be increased by law.

Denver Superior Court. The Denver Superior Court was created by statute. Its original jurisdiction is concurrent with the district court in civil actions where the amount involved is not less than \$1,000 nor more than \$5,000. The Denver Superior Court also has appellate jurisdiction over cases appealed from the county court of the City and County of Denver.

County Courts. The county court is a court of limited jurisdiction, as provided by law. It has concurrent original jurisdiction with the district

court in civil actions (including torts) in which the debt, damage, or the value of the personal property claimed does not exceed \$5,000. This jurisdiction does not include cases involving the boundaries of or title to real property. It also has concurrent original jurisdiction with the district court in petitions for change of name; in cases of forcible detainer or unlawful detainer, if the value of the monthly rental or the total damages claimed is less than \$5,000; and in providing injunctive relief under the Rules of Civil Procedure.

Legislation adopted in the 1976 session established a division of the county court designated as the small claims court, effective October 1, 1976, on a three-year trial basis. Parties may file civil actions in which the debt, damage, tort, injury, or value of personal property does not exceed \$1,000. Neither party may be represented by an attorney. Evening and Saturday sessions are encouraged by the statute.

Municipal Courts. Municipal court jurisdiction is limited to the trial of municipal ordinance violations. Municipal courts in home rule cities are authorized by the Constitution. Legislation enacted in 1969 provides for the creation of municipal courts by governing bodies of both statutory towns and cities.

The law provides for the appointment of a presiding municipal judge and such other judges as may be needed for a fixed term of not less than two years. The law specifies that a lawyer be appointed whenever this is feasible in the opinion of the governing body; otherwise, the municipal judge must have at least a high school education. The municipal judges must be paid a salary (on an annual basis), and payment of any

compensation or fees based on the number of cases handled or heard is prohibited.

The Public Defender System

Effective January 1, 1970, a statewide public defender system was established and financed entirely at the state level. The state public defender is appointed by a five-member commission established by the Supreme Court for a five-year term. Subject to the approval of the Supreme Court, the state public defender appoints a chief deputy, assistant defender, investigators, and other personnel. The state public defender also establishes regional offices, which may cover more than one judicial district.

The state public defender represents indigent persons charged with felonies or misdemeanors. He also may represent juveniles in delinquency and CHINS (Children in Need of Supervision) proceedings and may serve as guardian ad litem in mental health cases.

Probation

Historically, probation has been a program in which final action in an adjudicated offender's case is suspended, subject to conditions imposed by the court. The offender serves his sentence in the community, supervised by a probation officer, rather than in a correctional institution. Should the probationer seriously breach the conditions imposed, the court could revoke probation and institutionalize the offender, or modify the conditions of probation. A more recent concept has been to use probation as a sentencing alternative in itself.

Since 1970, when the state assumed funding responsibility for probation services through the Judicial Department, Colorado has had at least one full-time professional probation officer in every part of the state. There are a number of rural districts which have two or three officers covering large distances and handling both juvenile and adult probationers, and four districts of two to six counties with just one officer. Most large urban areas have a single department with officers assigned to either the juvenile or adult division, while two have separate adult and juvenile departments. Probation officers across the state are generally responsible for handling intake and investigations, caseload supervision, overseeing restitution and fine payments, returning out-of-state runaways, and crisis intervention.



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