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a directory of colorado state government

prepared by
colorado legislative council
January, 1986

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 for each of the executive departments, the court system, and the legislative branch.

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A DIRECTORY OF COLORADO STATE GOVERNMENT

January, 1986

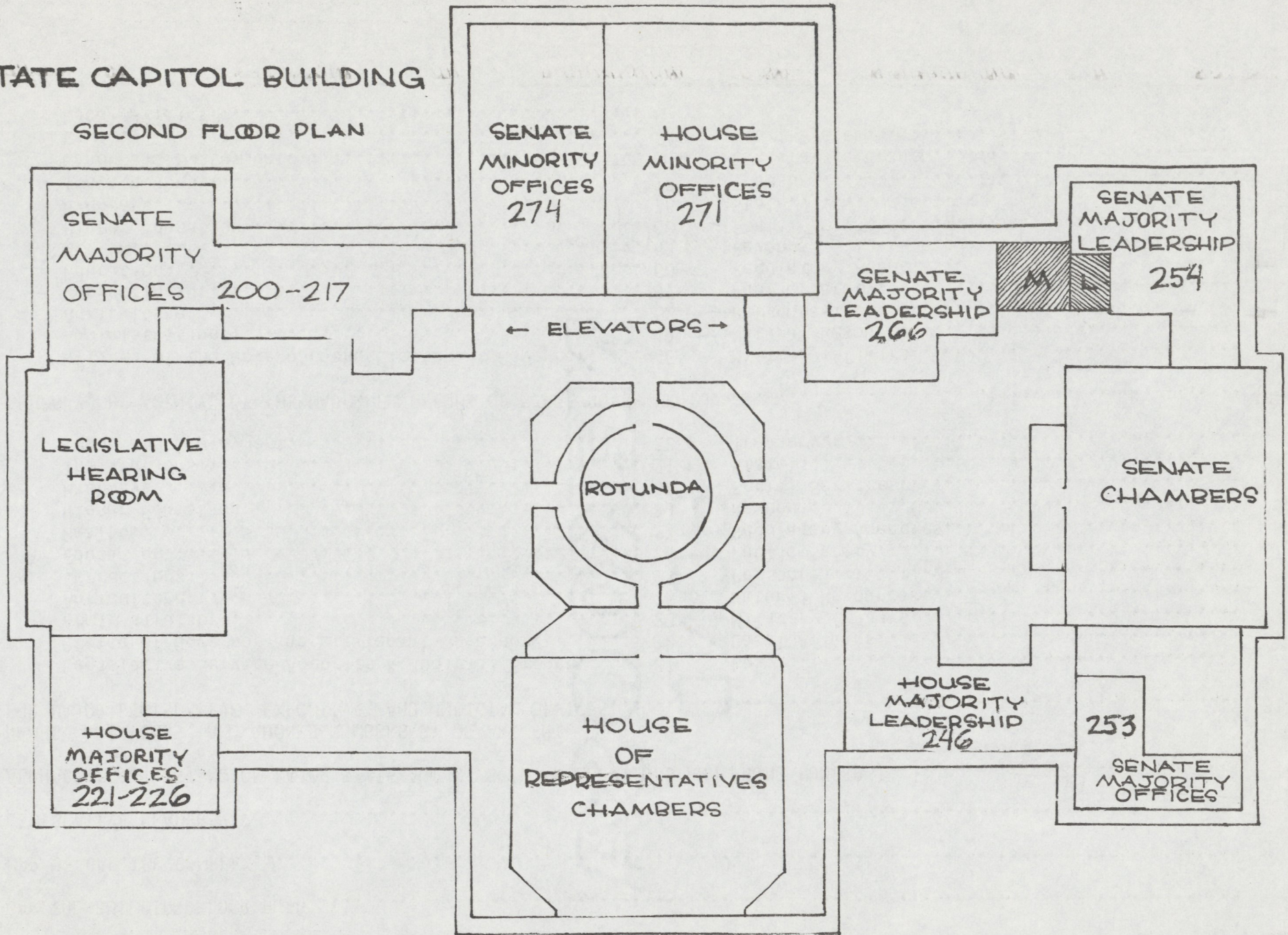


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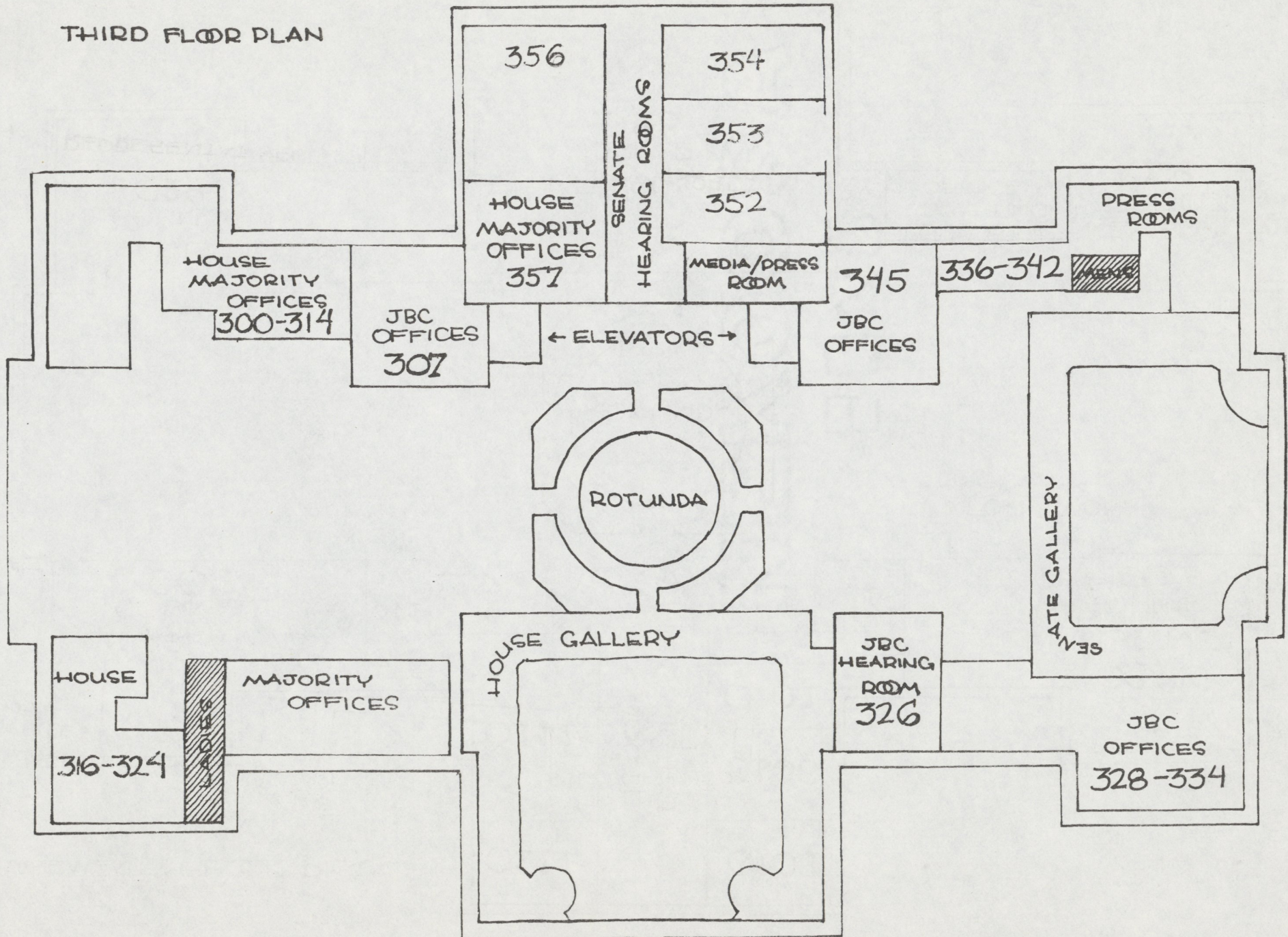
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STATE CAPITOL BUILDING

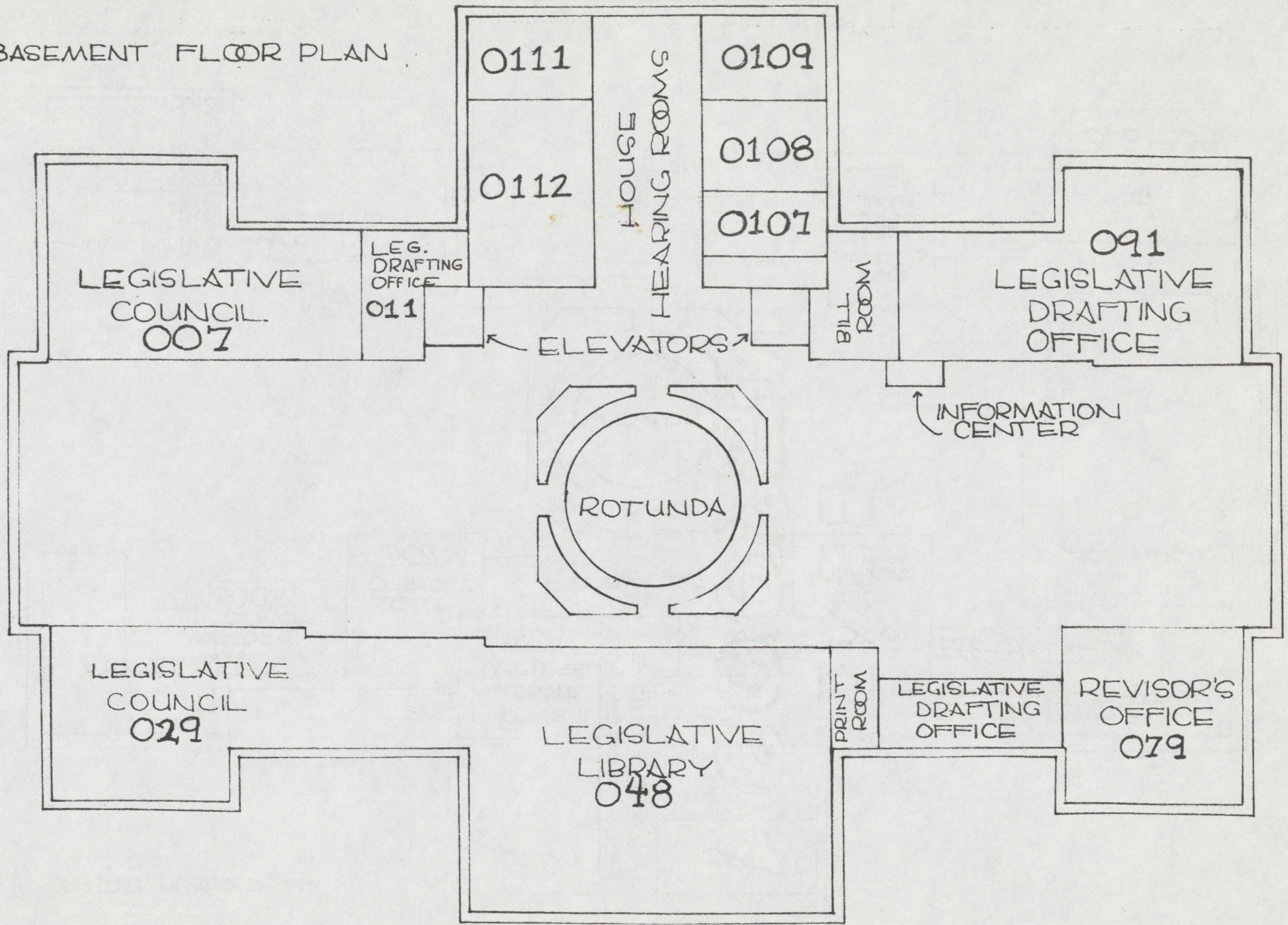
SECOND FLOOR PLAN



THIRD FLOOR PLAN



BASEMENT FLOOR PLAN



Legislative Leadership

Senate

President of the Senate - Senator Ted Strickland	866-3342
President Pro Tem of Senate - Senator Harold McCormick	866-4866
Majority Leader - Senator Dan Noble	866-3341
Assistant Majority Leader - Senator Ray Powers	866-4866
Majority Caucus Chairman - Senator Wayne Allard	866-4866
Other Majority Party Senators	866-4866
Minority Leader - Senator Ray Peterson	866-2318
Assistant Minority Leader - Senator Dennis Gallagher	866-4865
Minority Caucus Chairman - Senator Polly Baca	866-4865
Other Minority Party Senators	866-4865
Secretary of the Senate - Mrs. Marjorie L. Nielson	866-3074

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	866-3342
Other Majority Party Representatives	866-2932
Minority Leader - Representative Larry Trujillo	866-5523
Assistant Minority Leader - Representative Gerald Kopel	866-2920
Minority Caucus Chairman - Representative Ruth Wright	866-2904
Other Minority Party Representatives	866-2904
Chief Clerk of the House - Mrs. Lee Bahrych	866-2903

Other Numbers

Building Maintenance	866-HELP
Security	866-2605 OR 2260
Print Shop	866-3526
Bill Room	866-2340
Information Center	866-3055
Coffee Shop	866-2985

LIBRARY
UNIVERSITY OF
TORONTO

January 1, 1986

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)	2860 S. Circle Drive, Suite 2220 Colorado Springs, 80906	579-9580
Aging and Adult Services (Dept. of Soc. Services)	717 17th Street 8th Floor	294-5912
Agriculture, Dept. of (Executive Director)	4th Floor, State Services Bldg.	866-2811
Air Pollution Control Division (Dept. of Health)	4210 East 11th Avenue, 80220	331-8506
Alcohol and Drug Abuse (Dept. of Health)	4210 East 11th Avenue, 80220	331-8206
Animal Industry Division (Dept. of Agriculture)	State Services Building 4th Floor	866-3028
Appellate Division (Dept. of Law)	State Services Building 2nd Floor	866-3611
Archives and Public Records Division (Dept. of Administration)	Centennial Building, Room 1B-20	866-2055
Arts and Humanities Council (Dept. of Higher Education)	770 Pennsylvania Street 2nd Floor	866-2617

NOTE: All zip codes are 80203, unless otherwise indicated

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Attorney General (Dept. of Law)	State Services Bldg., 2nd 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	556-2400
Automated Data Processing Division, Statewide Planning (Dept. of Administration)	110 Social Services Bldg. 303 W. Colfax, 6th Floor	573-3293
Banking, Division of (Dept. of Regulatory Agencies)	303 W. Colfax Avenue, 7th Floor, 80204	573-3379
Beef Promotion Board (Dept. of Agriculture)	328 Livestock Exchange Building, 80216	294-0881
Brand Inspection Division (Dept. of Agriculture)	201 Livestock Exchange Building, 80216	294-0895
Budgeting Division, (Office of State Planning and Budgeting)	State Capitol Building Room 111	866-3386
Building Maintenance (Dept. of Administration)	1341 Sherman	866-4357
Bureau of Investigation (CBI) (Dept. of Public Safety)	2002 S. Colorado Blvd., 80222	759-1100
Business Tax Accounts (Dept. of Revenue)	Capitol Annex Building 2nd Floor	839-5655
Capitol Complex Division (Dept. of Administration)	1341 Sherman	866-5496

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Central Services, Division of (Dept. of Administration)	1600 Sherman, Suite 1050 Basement	866-3575
Citizen's Advocate Office (Gov. Office)	State Capitol Bldg., Room 180	866-2885
Civil Air Patrol (Dept. of Military Affairs)	East 6th Ave. and Quebec Lowry A.F.B., 80230	321-3713
Civil Rights, Division of (Dept. of Regulatory Agencies)	State Services Building 6th Floor	866-2621
Colorado Bureau of Investigation (Dept. of Public Safety)	2002 S. Colorado Blvd. 80222	759-1100
Colorado Council on the Arts and Humanities (Dept. of Higher Education)	770 Pennsylvania St. 2nd Floor	866-2617
Commerce and Development (Dept. of Local Affairs)	Centennial Building Room 523	866-2205
Commercial Recording (Dept. of State)	1560 Broadway, Suite 200	866-2311
Commission of Higher Education (Dept. of Higher Education)	1300 Broadway, 2nd Floor (Heritage Center)	866-2723
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, 2nd Floor	866-3135
Computer Center (Dept. of Administration)	2002 S. Colorado Blvd., 80222	759-1221

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Consumer Protection Division (Dept. of Health)	4210 East 11th Avenue, 80220	331-8277
Consumer Protection (Dept. of Law)	State Services Bldg. 2nd Floor	866-3611
Correctional Industries (Dept. of Corrections)	2860 S. Circle Dr., Suite 2200 Colorado Springs, 80906	579-9580
Corrections, Department of	2860 S. Circle Dr., Suite 2200 Colorado Springs, 80906	688-6666
Court of Appeals	State Judicial Building Room 310	861-1111 X 186
Criminal Justice, Division of (Dept. of Public Safety)	1325 S. Colorado Blvd., 80222	691-8131
Crop and Livestock Reporting Service (Dept. of Agriculture)	2490 West 26th Avenue Room 245, 80211	964-0250
Deaf and the Blind School (Dept. of Education)	Kiowa and Institute Colorado Springs, 80903	636-5186
Developmental Disabilities (Dept. of Institutions)	3824 W. Princeton Circle, 80236	761-5990
Disaster Emergency Services (Dept. of Public Safety)	Camp George West Golden, 80401	273-1783
Disease Control and Epidemiology Division (Dept. of Health)	4210 East 11th Avenue, 80220	331-8330
Drafting Office (Legislative)	State Capitol Building Room 091	866-2045
Economic Research (Office of State Planning and Budgeting)	State Capitol Building, Room 111	866-3386

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Education, Department of (Ex. Director)	State Office Building	866-6600
Elections and Licensing (Dept. of State)	1560 Broadway Suite 200	866-2762
Emergency Medical Services (Dept. of Health)	4210 East 11th Avenue, 80220	320-8333
Employment and Training Division (Dept. of Labor and Employment)	251 East 12th Avenue	866-4726
Unemployment Compensation	251 East 12th Avenue	866-6390
Energy Conservation, Office of (Dept. of Regulatory Agencies)	112 14th Avenue	866-2164
Enforcement (Dept. of Law)	State Services Bldg., 4th Floor	866-3611
Enforcement and Collections (Dept. of Revenue)	Annex Building, Room 523	866-3711
Estate Tax (Dept. of Revenue)	Annex Building, 6th Floor	866-2381
Excise Tax (Dept. of Revenue)	140 W. 6th Avenue, 80204	866-4773
Family Health Service (Dept. of Health)	4210 East 11th Avenue, 80220	331-8359
Federal Relations and Instructional Services (Dept. of Education)	State Office Building 4th Floor, 80204	866-6783
Field Audits Investigations and Quality Control (Dept. of Social Services)	303 W. Colfax	573-3211
Field Services (Dept. of Education)	State Office Building 2nd Floor	866-6678

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Fire Safety, Division of (Dept. of Public Safety)	1325 S. Colorado Blvd., 80222	691-8100
Food Assistance (Dept. of Social Services)	3770 E. 40th Avenue, 80205	399-9900
Ft. Logan Mental Health Center (Dept. of Institutions)	3520 W. Oxford Avenue, 80236	761-0220 X 211
Geological Survey (Dept. of Natural Resources)	Centennial Building 7th Floor	866-2611
Governor's Office Executive Assistant	State Capitol Bldg., Room 136	866-2471
Policy and Research	State Capitol Bldg., Room 136	866-2471
Press Secretary	State Capitol Bldg., Room 136	866-2471
Legislative Liaison	State Capitol Bldg., Room 136	866-2471
Legal Advisor	State Capitol Bldg., Room 136	866-2471
Health Care Services, Office of (Dept. of Health)	4210 East 11th Avenue, 80220	320-8333 X 3161
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 Statistics (Dept. of Health)	4210 East 11th Avenue, 80220	320-8333 X 3161
Health Protection, Office of (Dept. of Health)	4210 East 11th Avenue, 80220	320-8333 X 3353

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Hearing Officers, Division of (Dept. of Administration)	1525 Sherman St., 5th Floor	866-2037
Higher Education, Dept. of (Executive Director)	1300 Broadway, 2nd Floor (Heritage Center)	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
Highways, Division of (Dept. of Highways)	4201 East Arkansas Ave., 80222	757-9204
Historical Society (Dept. of Higher Education)	1300 Broadway (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)	717 17th Street	294-5976
Income Tax Services (Dept. of Revenue)	140 W. 6th Avenue, 80204	866-4773
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	866-2825

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Institutions, Dept. of (Executive Director)	3550 W. Oxford Ave., 80236	761-0220
Insurance, Division of (Dept. of Regulatory Agencies)	303 W. Colfax Avenue 5th Floor, 80204	573-3410
Investment Division (Dept. of Treasury)	State Capitol Bldg., Room 140	866-2757
Joint Budget Committee	State Capitol Bldg., Room 328	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	866-2833
Brucellosis	2331 West 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 6300
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 (CLETA) (Dept. of Public Safety)	Camp George West Golden, 80401	273-1618
Law Library (Judicial Branch)	State Judicial Building Room B1	861-1111 X 171
Legislative Council	State Capitol Bldg., Room 029	866-3521

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Legislative Drafting Office	State Capitol Bldg., Room 091	866-2045
Legislative Information Center	State Capitol Bldg.	866-3055
Library Services (Dept. of Education)	State Office Building 3rd Floor	866-6732
Lieutenant Governor	State Capitol Bldg., Room 130	866-2087
Liquor Enforcement (Dept. of Revenue)	Annex Building, 6th 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 3408
Lottery (Dept. of Revenue)	700 Broadway, #117	832-6242
Majority Leader, House of Representatives	State Capitol Building Room 242	866-2348
Majority Leader, State Senate	State Capitol Building Room 224	866-3341
Manpower Planning & Development, Office of (Dept. of Labor & Employment)	770 Grant, Suite 222	866-3165
Medical Affairs and Special Programs (Dept. of Health)	4210 East 11th Avenue, 80220	331-8373
Medical Assistance (Dept. of Social Services)	Social Services Bldg., 6th Floor	294-5795

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Medical Care Regulation and Development (Dept. of Health)	4210 East 11th Ave., 80220	320-8333 X 3161
Mental Health, Division of (Dept. of Inst.)	3520 West Oxford Ave., 80236	761-0220 X 201
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
Mines, Division of (Dept. of Natural Resources)	Centennial Building 4th Floor	866-3401
Minority Business Development Agency (Dept. of Administration)	State Services Bldg. 7th Floor	866-2077
Minority Leader, House of Representatives	State Capitol Building, Room 271	866-2904
Minority Leader, State Senate	State Capitol Building, Room 274	866-4865
Motor Vehicle Dealers Licensing Board (Dept. of Revenue)	140 West 6th Avenue Room 107, 80204	866-2677
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)	1580 Logan, Room 380 7th Floor	866-3531
Parks & Outdoor Recreation, Div. of (Dept. of Natural Resources)	Centennial Building 6th Floor	866-3437
Parole Board (Dept. of Corrections)	1580 Lincoln, Suite 920	831-7677

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Personnel, Dept. of (Executive Director)	Centennial Bldg., 1st Floor	866-2321
Planning Division (Office of State Planning & Budgeting)	State Capitol Building Room 111	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
President of the State Senate	State Capitol Bldg., Room 256	866-3342
Property Taxation (Dept. of Local Affairs)	Centennial Bldg., Room 623	866-2371
Public Defender (Judicial Department)	1362 Lincoln, Room 202	866-2661
Public Safety, Dept. of (Executive Director)	1325 S. Colorado Blvd., Bldg. B 80222	691-8100
Public Utilities Commission (Dept. of Regulatory Agencies)	1580 Logan	866-3198
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 80220	320-6246
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	866-3304
Regulatory Law (Dept. of Law)	State Services Bldg., Room 235	866-3611

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
Regulatory Reform (Dept. of Regulatory Agencies)	State Services Bldg. 1st Floor	866-3304
Rehabilitation (Dept. of Social Services)	717 17th Street	294-5793
Revenue, Dept. of (Executive Director)	Capitol Annex Building	866-3091
Revisor of Statutes	State Capitol Bldg., Room 079	866-2044
Rural Job Training, Office of (Dept. of Labor and Employment)	950 Broadway	573-5529
Savings and Loan, Division of (Dept. of Regulatory Agencies)	1560 Broadway, Suite 702	866-2384
Securities, Division of (Dept. of Regulatory Agencies)	1560 Broadway, Suite 1450	866-2607
Selection Center (Dept. of Personnel)	Centennial Bldg., 1st Floor	866-2431
Services to Families and Children (Dept. of Social Services)	717 17th Street	294-5960
Sheep and Wool Board (Dept. of Agriculture)	211 Livestock Exchange Building, 80216	294-0854
Social Services, Dept. of (Executive Director)	717 17th Street	294-5800
Soil Conservation Board (Dept. of Natural Resources)	Centennial Building 8th Floor	866-3351
Speaker of the House of Representatives	State Capitol Bldg., Room 246	866-2346
State, Dept. of (Sec. of State)	1560 Broadway, Suite 200	866-2762
State Board of Agriculture (Dept. of Higher Education)	State Services Building 6th Floor	866-2738

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
State Board for Community Colleges & Occupational Education (Dept. of Higher Education)	Centennial Building 2nd Floor	866-3162
State Buildings, Division of (Dept. of Administration)	State Services Bldg., 6th Floor	866-2626
State Fair and Industrial Exposition	Fairgrounds Pueblo, CO 81004	544-8484
State Historical Society (Dept. of Higher Education)	1300 Broadway (Heritage Center)	866-2136
State Hospital (Dept. of Institutions)	1600 West 24th St. Pueblo, 81003	759-2110
State Patrol (Dept. of Public Safety)	1325 S. Colorado Blvd., 80222	691-8110
State Senate (Secretary of Senate)	State Capitol Bldg.	866-2316
Student Guaranteed Loan Program (Dept. of Higher Education)	11990 Grant St., Suite 500 Northglenn, 80233	450-9911
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	866-3233
Telecommunications, Division of (Dept. of Administration)	2452 West Second Avenue, 80223	866-2341
Tourism, Office of (Dept. of Local Affairs)	5500 S. Syracuse, Suite 267 Englewood, 80111	779-1067

<u>Agency</u>	<u>Location</u>	<u>Telephone</u>
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 5th Floor	866-2588
Unemployment Compensation (Dept. of Labor)	251 East 12th Ave.	866-6390
Uniform Consumer Credit Code (Dept. of Law)	State Services Bldg. Room 215	866-3611
Universities:		
C.U. Boulder	Boulder (80309)	492-0111
C.U. Denver	Denver (80202)	556-2800
C.U. Colorado Springs	Colorado Springs (80907)	593-3000
Northern Colorado	Greeley (80639)	351-1890
Southern Colorado	Pueblo (81001)	549-2100
C.S.U.	Ft. Collins (80523)	491-1101
School of Mines	Golden (80401)	273-3000
Veterans Affairs (Dept. of Social Services)	303 West Colfax, 6th Floor	573-3209
Waste Management (Dept. of Health)	4210 East 11th Ave. 80220	320-8333 X 4364
Water Conservation Board (Dept. of Natural Resources)	Centennial Building 7th Floor	866-3441
Water Quality Control Division (Dept. of Health)	4210 East 11th Ave., 80220	320-9333 X 6231
Water Resources, Division of (Dept. of Natural Resources)	Centennial Building 8th Floor	866-3581
Wildlife, Division of (Dept. of Natural Resources)	6060 Broadway, 80216	297-1192
Youth Services (Dept. of Inst.)	4255 South Knox Court, 80236	789-1822

AGENCY LISTINGS BY DEPARTMENTLEGISLATIVE SERVICE AGENCIES

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Auditor	Tim O'Brien	1365 Logan Street No. 300	866-2051
Joint Budget Committee	Bob Moore	State Capitol Building Room 328	866-2061
Legislative Council	David F. Morrissey, Director	State Capitol Building Room 029	866-3521
Legislative Drafting Office	Doug Brown, Director and Revisor of Statutes	State Capitol Building Room 091	866-2045
Public Information Systems	Richard Stansbury	770 Grant Street No. 200	831-1260
Revisor of Statutes	Charlie Pike, Assistant Revisor of Statutes	State Capitol Building Room 079	866-2044

JUDICIAL BRANCH

<u>Office</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Court of Appeals	Gary Sonke Clerk of Court	State Judicial Building Room 310	861-1111 X 186
Judicial Administration	Jim Thomas State Court Administrator	State Judicial Building Room 215	861-1111 X 125
Law Library	Francis Cambell	State Judicial Building Room B1	861-1111 X 171
Public Defender	David Vela	1362 Lincoln, Room 202	866-2661
Supreme Court	Mac V. Danford Clerk of Court	State Judicial Building Room 415	861-1111 X 277

NOTE: All zip codes are 80203, unless otherwise indicated

EXECUTIVE BRANCH

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

Nancy E. Dick, Lieutenant Governor
Room 130, 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	Ken Torp	State Capitol Building Room 136	866-2471
Policy and Research	Terry Minger	State Capitol Building Room 136	866-2471
State Planning and Budgeting	David Miller	State Capitol Building Room 111	866-3386
Press Secretary	Kathy Richardson	State Capitol Building Room 136	866-2471
Legislative Liaison	DeAnn Butterfield	State Capitol Building Room 136	866-2471
Job Training Office	Nancy Maron	1391 N. Speer Boulevard Suite 440 (80204)	866-3165
Citizen's Advocate Office	Margie Major	State Capitol Building Room 180	866-2885
Legal Advisor	Mark Grueskin	State Capitol Building Room 136	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
Administrative Services	W. F. Archambault	State Services Building, 7th Floor	866-2107
Archives and Public Records	George Warren State Archivist	Centennial Building, Room 1B-20	866-2055
Automated Data Processing	Robert Miller	303 West Colfax, 6th Floor (80204)	573-3293
Capitol Complex	John Ivy	1341 Sherman	866-5496
Central Services	Jack Keene	1600 Sherman, Suite 1050	866-3575
General Government Computer Center	Jerry Schade	2002 S. Colorado Boulevard (80222)	759-1221
Hearing Officers	Ed Felter, Jr.	State Services Building, 5th Floor	866-2037
Management Services	Ray Kennedy	State Services Building, 7th Floor	866-3476
Minority Business Development Agency	Yusuf Kaurouma	State Services Building, 7th Floor	866-2077
Purchasing	E.R. (Bud) Roon	State Services Building, 7th Floor	866-3261
Surplus Property	Darrel Rogers	4700 Leetsdale Drive (80222)	388-5953
State Buildings	John Macafee (acting)	State Services Building, 6th Floor	866-2626
Telecommunications	Robert D. Tolman	2452 West Second Avenue (80223)	866-2341

DEPARTMENT OF AGRICULTURE

Timothy W. Schultz, Commissioner
Don Rolston, 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>
Administrative Services	Dennis Wolfard	State Services Building, 4th Floor	866-3218
Animal Industry	Dr. John Hudelson	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 (80216)	294-0895
Crop & Livestock Reporting Service	Jim Tippett	2490 West 26th Avenue, Room 245 (80211)	964-0250
Inspection & Consumer Services	Ron Turner	2331 West 31st Avenue (80211)	866-2825
Laboratories:			
Bio-Chemical Laboratory	Clyde Jones	2331 West 31st Avenue	866-2833
Weight and Measures	Leo Letey	3125 Wyandot (80211)	866-2845
Brucellosis Laboratory	Richard Forde	2331 West 31st Avenue	866-2856
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	Sandy Brinker	211 Livestock Exchange Building	294-0854

DEPARTMENT OF CORRECTIONS

Chase Riveland, Executive Director

2860 South Circle Drive, Suite 220
Colorado Springs (80906)
598-0729
688-6666 (State Line)

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Adult Services	Donald R. Evans	2860 S. Circle Dr., Suite 2200 Colorado Springs	579-9580
Community Services	Nancy Campbell	2860 S. Circle Dr., Suite 2200 Colorado Springs	579-9580
Correctional Industries	John Perko	2860 S. Circle Dr., Suite 2200 Colorado Springs	579-9580
Legislative Coordinator	Phil DeLuca	2860 S. Circle Dr., Suite 2200 Colorado Springs	579-9580
Management and Development	Ron Ditmore	2860 S. Circle Dr., Suite 2200 Colorado Springs	579-9580
Parole Board	Chris Wilkerson	1580 Lincoln St., Suite 920 Denver (80203)	831-7677

DEPARTMENT OF EDUCATION

Calvin Frazier, Commissioner

State Office Building,
201 East Colfax Avenue (80203)
866-6600

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Deaf and the Blind School	Gordon L. Kaufman	Kiowa and Institute Colorado Springs (80903)	636-5186
Federal Relations and Instructional Services	Dr. Arvin Blome	State Office Building, 4th Floor	866-6783
Field Services	Roy Brubacher Assistant Commissioner	State Office Building, 2nd Floor	866-6678
Library Services	Anne Marie Falsone Assistant Commissioner	State Office Building, 3rd Floor	866-6732
Management Services	Charlie Brown Assistant Commissioner	State Office Building, 5th Floor	866-6811
Legislative Liaison	Robin Johnston	State Office Building, 5th Floor	866-6809

DEPARTMENT OF HEALTH

Thomas M. Vernon, 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>
Local Health Services	Roger Donahue Chief, Local Health Services	4210 East 11th Avenue	320-8333 X 3408
Medical Affairs & Special Programs	Robert McCurdy, M.D.	4210 East 11th Avenue	331-8373
Administrative Services	Lee Thielen Assistant Director	4210 East 11th Avenue	320-8333 X 3616
Laboratory Services	Ron Cada, Ph.D.	4210 East 11th Avenue	320-8333 X 6300
Office of Health Care Services	Kristin Paulson	4210 East 11th Avenue	320-8333 X 3161
Alcohol and Drug Abuse	Bob Aukerman	4210 East 11th Avenue	331-8206
Community Nursing Section	Marie Swigert	4210 East 11th Avenue	331-8462
Family Health Service	Dan Gossert	4210 East 11th Avenue	331-8359
Office of Health Protection	Robert Arnott Assistant Director	4210 East 11th Avenue	320-8333 X 3353
Air Pollution Control	Vacant	4210 East 11th Avenue	331-8506
Consumer Protection	John Baghott	4210 East 11th Avenue	331-8277
Disease Control and Epidemiology	Stanley Ferguson	4210 East 11th Avenue	331-8330
Radiation Control	Albert Hazle	4210 East 11th Avenue	320-6246
Waste Management	Kenneth Waesche	4210 East 11th Avenue	320-8333 X 4364

Water Quality Control	Gary Broetzman	4210 East 11th Avenue	320-8333 X 6231
Office of Medical Care Regulation & Development	Kristin Paulson Assistant Director	4210 East 11th Avenue	320-8333 X 3161
Emergency Medical Services	Larry McNatt	4210 East 11th Avenue	320-8333 X 3500
Health Facilities Regulation	Sterling Drumwright	4210 East 11th Avenue	320-8333 X 3903
Health Policy Planning and Statistics	Kristin Paulson	4210 East 11th Avenue	320-8333 X 3161

DEPARTMENT OF HIGHER EDUCATION

Blenda J. Wilson, Executive Director
Charles Manning, Deputy 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>
Auraria Higher Education Center	Jerome Wartgow	1027 9th Street Denver (80204)	556-2400
Colorado Council on the Arts and Humanities	Ellen Sollod	770 Pennsylvania, 2nd Floor (80203)	866-2617
Colorado Student Guaranteed Loan Program	Bob Former, Acting	11990 Grant St., Suite 500 Northglenn (80233)	450-9911
State Board of Agriculture	Gene Petrone	State Services Building 6th Floor	866-2738
State Board of Community Colleges and Occupational Education	Bob Smith	Centennial Building 2nd Floor	866-3162
State Historical Society	Barbara Sudler	Heritage Center	866-2136
Trustees of Consortium of State Colleges	Richard A. Laughlin	State Services Building 5th Floor	866-2588
Universities:			
C.U. Boulder		Boulder (80309)	492-0111
C.U. Denver		Denver (80202)	556-2800
C.U. Colorado Springs		Colorado Springs (80907)	593-3000
Northern Colorado		Greeley (80639)	351-1890
Southern Colorado		Pueblo (81001)	549-2100
C.S.U.		Ft. Collins (80523)	491-1101
School of Mines		Golden (80401)	273-3000

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>
Administration	Homer Bruton	4201 East Arkansas Avenue	757-9207
Audit	Phil Seymour	4201 East Arkansas Avenue	757-9661
Budget and Management	Vacant	4201 East Arkansas Avenue	757-9471
Highways, Division of	Robert L. Clevenger	4201 East Arkansas Avenue	757-9204
Highway Safety	Cordell Smith	4201 East Arkansas Avenue	757-9381
Information Systems	Don Kirkpatrick	4201 East Arkansas Avenue	757-9602
Transportation Planning	Harvey Atchinson	4201 East Arkansas Avenue	757-9525

DEPARTMENT OF INSTITUTIONS

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

Don Rice, Associate Director

3550 West Oxford Avenue (80236)
761-0220

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Developmental Disabilities	Jeff Sandler	3824 West Princeton Circle	761-5990
Fort Logan Mental Health Center	Brock Willett	3520 West Oxford Avenue	761-0220 X 211
Mental Health	Robert W. Glover, Ph.D.	3520 West Oxford Avenue	761-0220 X 201
State Hospital	Haydee Kort, Ph.D.	1600 West 24th Street Pueblo (81003)	759-2110
Youth Services	Orlando Martinez	4255 South Knox Court	789-1822
Regional Centers for Developmentally Disabled			
Grand Junction	Bill Jackson Superintendent	2800 "D" Road Grand Junction (81501)	245-2100
Pueblo	Vic Velarde Superintendent	1330 West 17th Street Pueblo (81003)	543-1170
Wheat Ridge	Ray Del Turco Superintendent	10285 Ridge Road Wheat Ridge (80033)	424-7791

DEPARTMENT OF LABOR AND EMPLOYMENT

Ruben Valdez, Executive Director
Barton Alexander, Deputy 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 & Facilities	James W. Corlett	251 East 12th Avenue	866-6343
Controller	Don Armstrong	251 East 12th Avenue	866-6490
Employee Relations, Office of	Leslie Durgin	251 East 12th Avenue	866-6234
Employment and Training	Robert Husson, Acting	251 East 12th Avenue	866-4726
Field Operation	Ann Azari	251 East 12th Avenue	866-6475
Programs	John Nunnery	251 East 12th Avenue	866-6233
Unemployment Insurance	Robert Hale	251 East 12th Avenue	866-6390
Human Services	Shirley Harris	251 East 12th Avenue	866-6192
Information Processing, Office of	Dick Oversteg	251 East 12th Avenue	866-6145
Intergovernmental Affairs	Beth Barnett	251 East 12th Avenue	866-6072
Labor	Bob Husson, Director	Centennial Building, Room 314	866-2782
Compensation Insurance Fund	Glen Adams	950 Broadway, 2nd Floor	866-3135
Industrial Commission	Gary Rose	State Services Building 5th Floor	866-2446
Rural Job Training, Office of	Dwight Steele	950 Broadway	573-5529
System Strategic Planning and Development	Sherri Tucker	251 East 12th Avenue	866-6005 598-2200

DEPARTMENT OF LAW

Duane Woodard, Attorney General
Charles B. Howe, Chief Deputy Attorney General
Richard Forman, Solicitor General

State Services Building, 2nd 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	Dick Kaufman	State Services Building, 2nd Floor	866-3611
Appellate	Nathan Coats	State Services Building, 2nd Floor	866-3611
Enforcement	Greg Smith	State Services Building, 4th Floor	866-3611
Consumer Protection	Garth Lucero	State Services Building, 2nd Floor	866-3611
Uniform Consumer Credit Code	Marty Stuber	State Services Building, 2nd Floor	866-3611
General Legal Services	Billy Shuman	State Services Building, 3rd Floor	866-3611
Human Resources	Susan Warren	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
Consumer Counsel, Office of	Ron Binz	1580 Logan Street, 7th Floor	866-3875

DEPARTMENT OF LOCAL AFFAIRS

Morgan Smith, Executive Director
Hal Knott, Deputy Director

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>
Commerce and Development	Steve Schmitz	Centennial Building, Room 523	866-2205
Tourism	Dan Love	5500 S. Syracuse, Suite 267 Englewood (80111)	779-1067
Foreign Trade Office	Jack Olsen	Centennial Building, Room 523	866-2205
Business & Rural Development	Steve Abarams	Centennial Building, Room 523	866-2205
Housing	John Maldonado	Centennial Building, Room 415	866-2033
Impact Assistance	Jerry Smith	Centennial Building, Room 523	866-2205
Local Government	Pat Ratliff	Centennial Building, Room 520	866-2156
Property Taxation	Mary Anne Maurer	Centennial Building, Room 623	866-2371
Volunteerism, Office of	Barbara Kienholz	Centennial Building, Room 415	866-2595
Assessment Appeals, Board of	Diane DeVeries Board Administrator	Centennial Building, Room 420	866-5880

DEPARTMENT OF MILITARY AFFAIRS

Major General John L. France, Executive Director
Colonel Paul A. Parsons, Assistant Director

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	East 6th Avenue and Quebec, Lowry A.F.B. (80230)	321-3713
National Guard	John L. France	300 Logan Street	777-8669

DEPARTMENT OF NATURAL RESOURCES

David Getches, Executive Director
Dennis Donald, Deputy 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, President	Centennial Building, 6th Floor	866-3454
Mines	Joe Nugent, Director	Centennial Building, 4th Floor	866-3401
Mined Land Reclamation	Dave Shelton	Centennial Building, 4th Floor	866-3567
Oil and Gas Conservation Commission	William Smith	1580 Logan, Room 380	866-3531
Parks and Outdoor Recreation	Ron Holliday	Centennial Building, 6th Floor	866-3437
Soil Conservation Board	Steve Horn	Centennial Building, 8th Floor	866-3351
Water Conservation Board	William McDonald	Centennial Building, 7th Floor	866-3441
Water Resources	Jeris Danielson, State Engineer	Centennial Building, 8th Floor	866-3581
Wildlife	James Ruch	6060 Broadway (80216)	297-1192

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>
Compensation and Classification	Ken Allikian	Centennial Building, 1st Floor	866-2455
Information Services	Rod Hernley	Centennial Building, 1st Floor	866-2491
Organizational Effectiveness	Jerome C. Davies	Centennial Building, 1st Floor	866-2438
Policy/Budget	Sarah Jones	Centennial Building, 1st Floor	866-2321
Public Information & Legislative Liaison	Sara Alt	Centennial Building, 1st Floor	866-2321
Selection Center	Kay Wright	Centennial Building, 1st Floor	866-2431

DEPARTMENT OF PUBLIC SAFETY

William Koleszar, Executive Director

1325 S. Colorado Blvd., Bldg. B, 7th Floor (80222)
691-8100

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Colorado Bureau of Investigation	Neil Maloney	2002 S. Colorado Blvd.	759-1100
CLETA	Bob Bing	Camp George West, Golden (80401)	277-0854
Disaster Emergency Service	Pat Byrne	Camp George West, Golden (80401)	273-1624
Division of Criminal Justice	William Woodward	1325 S. Colorado Blvd.	691-8131
Fire Safety	Dean Smith	1325 S. Colorado Blvd.	691-8100
State Patrol	John Dempsey	1325 S. Colorado Blvd.	691-8110

DEPARTMENT OF REGULATORY AGENCIES

Wellington Webb, Executive Director

State Services Building, Room 110 (80203)
866-3304

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Administrative Services	Bruce Smith	State Services Building, Room 110	866-3304
Banking	Richard Doby	303 W. Colfax Avenue, 7th Floor	573-3379
Civil Rights	Dr. Dorothy Porter	State Services Building, 6th Floor	866-2621
Insurance	John Kezer	303 W. Colfax Avenue, 5th Floor	866-2104
Office of Energy Conservation	Hugh Humphries	112 14th Avenue	866-2164
Office of Regulatory Reform	Greg Romberg	State Services Building, 1st Floor	866-3304
Public Utilities Commission	Harry Galligan, Executive Secretary	1580 Logan	866-3198
Racing	August Masciotra	State Services Building, 1st Floor	866-2294
Real Estate Commission	Mike Gorhan	1776 Logan, 4th Floor	866-2633
Registrations	Bruce Douglas	State Services Building, 1st Floor	866-3304
Savings and Loan	David Paul	1560 Broadway, Suite 702	866-2384
Securities	Royce Griffin	1560 Broadway, Suite 1450	866-2607

DEPARTMENT OF REVENUE

Alan Charnes, Executive Director
Steven V. Berson, Deputy Director

Capitol Annex Building, Room 404 (80203)
866-3091

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Liquor Enforcement	Roger Morris	Annex Building, 6th Floor	866-3741
Lottery	Steve Burson (Acting)	700 Broadway, Suite 1117	832-6242
Management Information	Bob Hoyt	Annex Building, 7th Floor	866-3724
Motor Vehicle	Frank Mansheim	140 West 6th Avenue (80204)	866-3407
Operations	John Venhoff	Annex Building, 3rd Floor	866-2797
Ports of Entry	Phil Vasquez	140 West 6th Avenue	866-3734
Policy, Planning, & Research	Cathy Anderson	Annex Building, Room 486	866-3411
Taxation	Frank Beckwith	Annex Building, 6th Floor	866-3048
Taxpayer Services	Jim Davis	Annex Building, 2nd Floor	866-3233
Estate	Jim Davis	Annex Building, 2nd Floor	866-2381
Income	Stan Williams	140 W. 6th Avenue	866-4773
Excise Tax	Ralph Baca	140 W. 6th Avenue	866-4358
Business Tax Accounts	Alice Cunningham	Annex Building, 2nd Floor	839-5655

DEPARTMENT OF SOCIAL SERVICES

Ruben Valdez, Executive Director
Ceil Holmes, Deputy Director

717 17th Street, Petro Lewis Building, 12th Floor (80218-0899)
294-5800

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Aging and Adult Services	William Hanna	717 17th Street	294-5912
Budget	Al Martinez	717 17th Street	294-5874
Children and Family Services	Dave Ashmore	717 17th Street	294-5960
Field Audits, Investigations and Quality Control	Ed Long	303 West Colfax	573-3211
Field Operations	Karen Beye	717 17th Street	294-2500
Food Assistance	Mark Tandberg	3770 E. 40th Avenue	399-9900
Income and Support Services	Rita Barreras	717 17th Street	294-5976
Intergovernmental Relations	Andrea Baugher	717 17th Street	294-5822
Management Services	Bill LaVance	717 17th Street	294-5828
Financial Management	Pat Horton	717 17th Street	294-5828
Medical Assistance	Gary Angerhofer (Acting)	717 17th Street	294-5795
Merit System	Jeff Schutt	717 17th Street	294-5885
Program Administration	George Kawamura	717 17th Street	294-5793
Local Administration	Ken Muroya	717 17th Street	294-5795
State Administration	Gary Angerhofer	717 17th Street	294-5795

Rehabilitation Services

Dr. Mark Litvin

717 17th Street

294-2803

Veteran's Affairs

Louis Nardini

303 West Colfax
6th Floor

573-3209

DEPARTMENT OF STATE

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

1560 Broadway, Suite 200 (80202)
866-2762

Major Divisions or Sections

<u>Agency</u>	<u>Director or Head</u>	<u>Location</u>	<u>Telephone</u>
Commercial Recording	Don Thompson	1560 Broadway, Suite 200	866-2311
Elections and Licensing	Natalie Meyer	1560 Broadway, Suite 200	866-2762

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 140	866-2440
Investment	Virginia Wagner	State Capitol Building, Room 140	866-2757

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

BACKGROUND

The structural guidelines for the organization of the executive branch of Colorado state government were adopted by the people through an amendment to the state constitution. Prior to the reorganization prompted by this amendment, the number of independent and semi-independent agencies in Colorado's executive branch had increased from 48 in 1939 to some 130 in 1966. As a result, a Governor could not 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 objective of reorganization was to reduce the number of separate agencies reporting directly to the Governor and thus provide an administrative span of control of reasonable size.

The amendment adopted at the 1966 general election as Section 22 of Article IV of the state constitution 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."

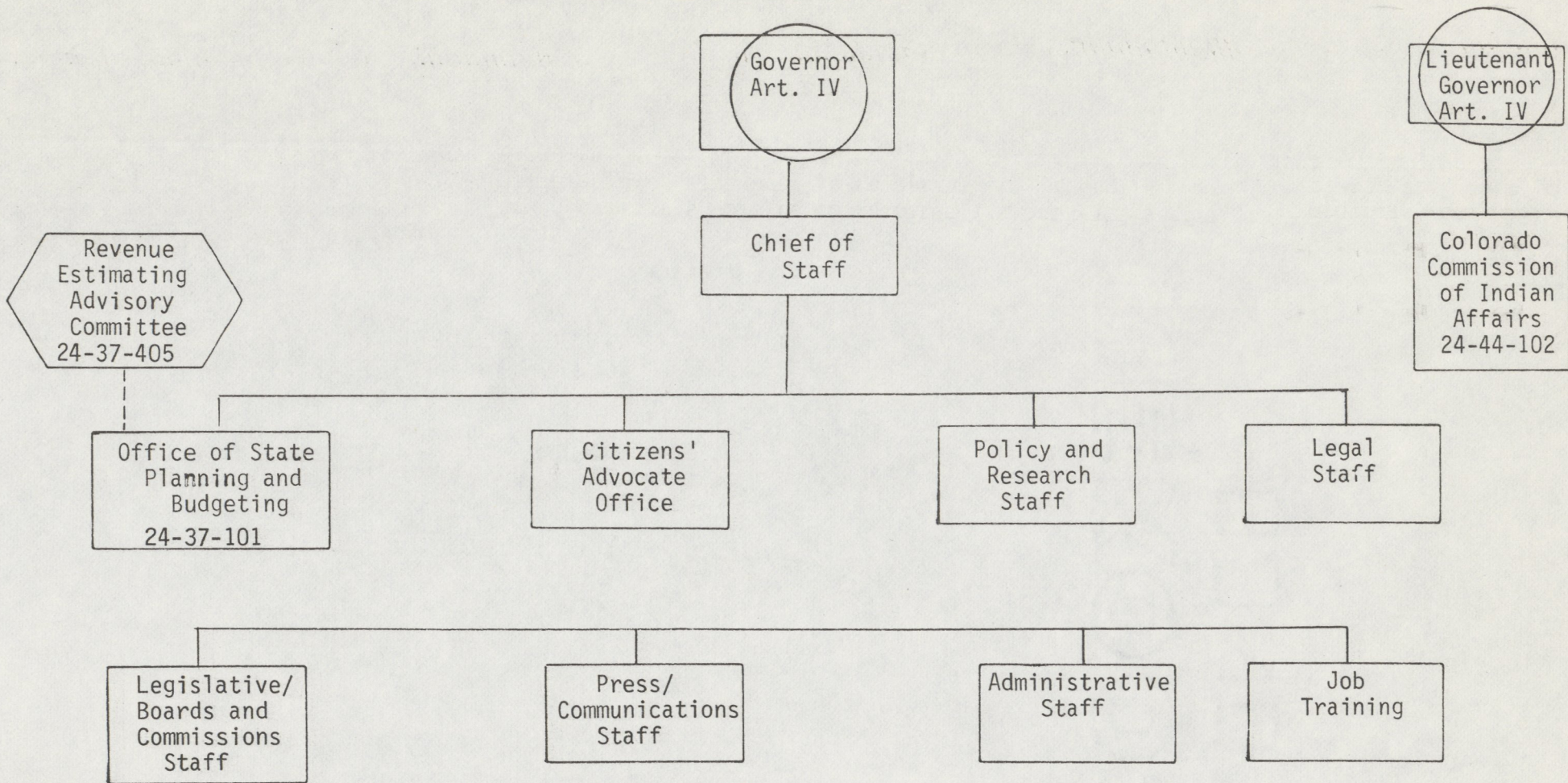
To implement the constitutional amendment with statutory language, an eight-member legislative committee was formed. The objectives of the committee's efforts included clarification and concentration of lines of administrative authority and responsibility; elimination of duplication; pruning of unnecessary 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 make a structural realignment. A plan for grouping the 130 separate agencies into seventeen departments was presented to the General Assembly in 1968 and 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 officials, the Secretary of State, State Treasurer, and Attorney General, and the heads of the Departments 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. In 1984, the Office of State Planning and Budgeting was transferred to the Governor's Office and a Department of Public Safety created as the newest twentieth department.

OFFICES OF THE GOVERNOR AND LIEUTENANT GOVERNOR



OFFICE OF THE GOVERNOR

ARTICLE IV OF THE COLORADO CONSTITUTION VESTS THE GOVERNOR WITH 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; approve or veto legislative bills; and see that laws are faithfully executed. The statutes charge the Governor with responsibility in areas which include 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 commissions to evaluate issues; and administering interstate compacts as provided by law.

The Office of the Governor is divided into seven working groups and the executive residence staff. These groups include:

- a legal advisor;
- a press office;
- legislative liaison;
- a policy and research staff; and
- a citizens' advocate office.

The Governor's office coordinates the activities of a number of statutorily established councils or commissions as well as other similar entities not established by statute but instead created by executive order. These entities include the Colorado Board of Ethics, the Governor's Mansion Advisory Commission, the Rocky Flats Monitoring Committee, the Clemency Advisory

Board, the Colorado Legal Services Advisory Council, the Rocky Mountain Corporation for Public Broadcasting, the Governor's Science and Technology Advisory Council, the Western Interstate Nuclear Compact, the Governor's Council for Health Promotion and Physical Fitness, the Education Commission of the States, the Western Interstate Commission for Higher Education, the Rocky Mountain Low Level Waste Board, and the Job Training Coordinating Council.

Office of State Planning and Budgeting

The statutory duties carried out by the Office of State Planning and Budgeting may be grouped into three broad staff functions: formulate the Governor's annual budget for state government and monitor the expenditures of executive agencies; review pending legislation and determine its economic impact; and coordinate long-range governmental planning. The office staff consists of 25 people. The primary duties of the agency are summarized below.

Budgeting. The responsibilities charged to this function 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; and developing fiscal notes for the General Assembly on pending legislation as it affects state and local government.

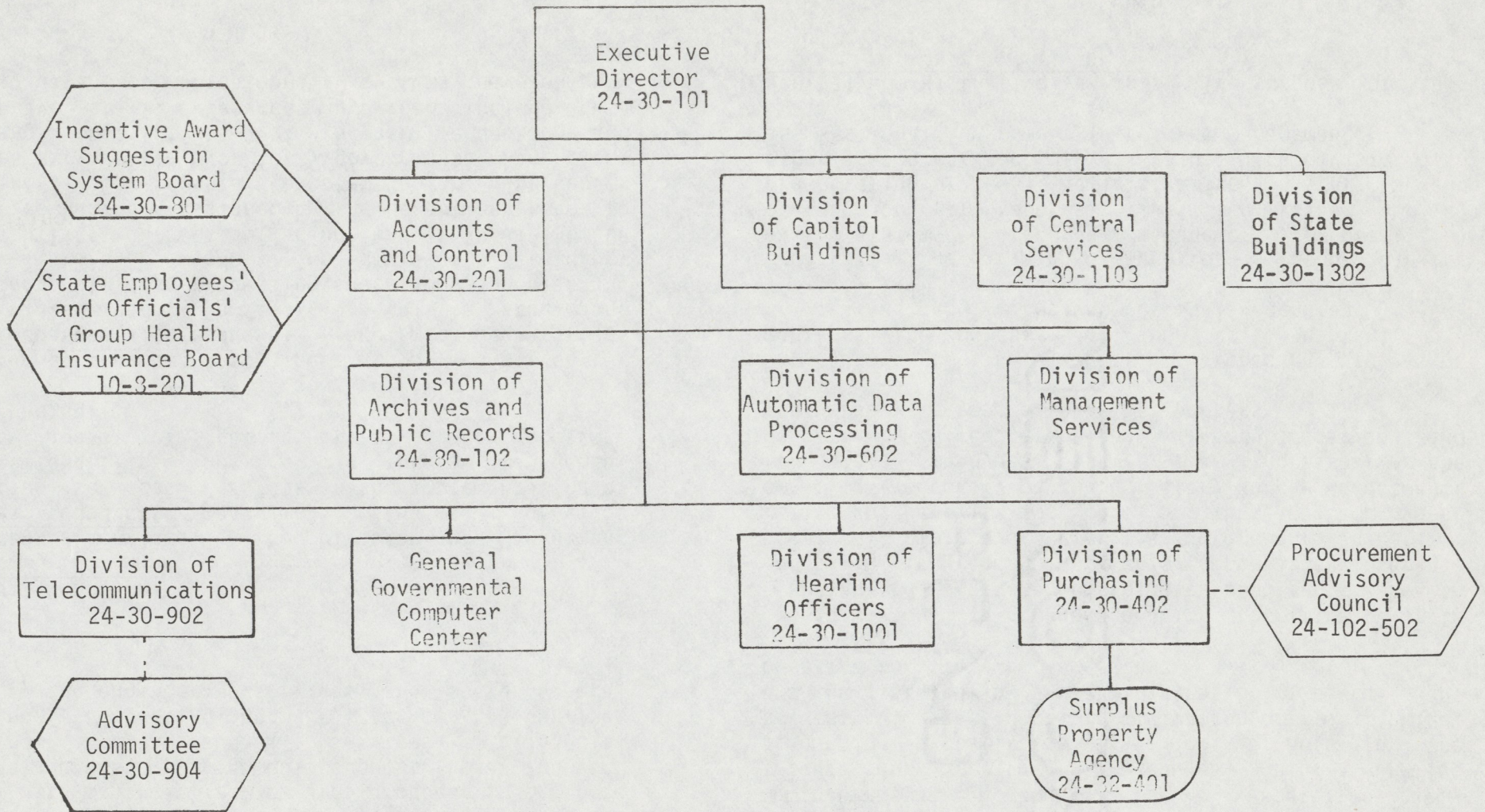
State planning. Staffed by a small number of employees, this section is charged by statute with (1) coordinating the preparation and maintenance of long-range master plans which recommend executive and legislative actions for achieving desired state objectives; (2) stimulating and assisting state agencies to engage in long-range and short-range planning; (3) reviewing and coordinating the planning efforts of state agencies; (4) furnishing state agencies with data, projections, and other technical assistance needed to discharge their planning responsibilities; and (5) reviewing and evaluating programs, policies, and resources which are relevant to the development of the state.

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. The Lieutenant Governor is responsible for the Citizens' Advocate Office, the Capitol-for-a-Day Program, and the Colorado Rural Council.

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



DEPARTMENT OF ADMINISTRATION

THE PRIMARY OBJECTIVE OF THE DEPARTMENT IS TO PROVIDE CENTRALIZED ADMINISTRATIVE AND FINANCIAL SERVICES TO AGENCIES OF THE EXECUTIVE BRANCH.

The appropriation for the department totals \$66 million. Approximately 618 people are employed by the agency. Its major activities are grouped into three principal areas: management support (planning and budgeting, and personnel services), financial assistance (accounting and ADP), and central services (facility and engineering services, and state general services).

Principal Functions

Management services. The Division of Management Services conducts management studies, provides consulting services, assists in the implementation of its recommendations, and provides interim management for any agency or "not for profit" agency receiving state funding.

Automated data processing. The statutory division of ADP is charged with approval of equipment acquisitions by any state agency in addition to the study and assessment of data processing operations and planning for the state's ADP needs. 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. Services provided include data entry, data communications, systems development,

programming, technical services, and systems maintenance.

Accounts and control. This function involves the management of the state's financial affairs. It includes 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 benefits, 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.

Archives. The Division of Archives is responsible for a) a statewide records management program; b) destruction of records of limited value; and c) preservation of legal, administrative, historical and other research records of value. The division also assists local government in records management.

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 is less than the agency can provide itself.

Telecommunications. The Division of Telecommunications is responsible for developing, administering and maintaining a current and long range telecommunications plan for the state. The division operates and maintains the state's telecommunications network for both voice and data communications. The state's microwave relay system, which relays both radio and telephone communications is the core of the network. Telecommunications is also responsible for providing technical assistance to local governments and nonprofit regional broadcasting corporations.

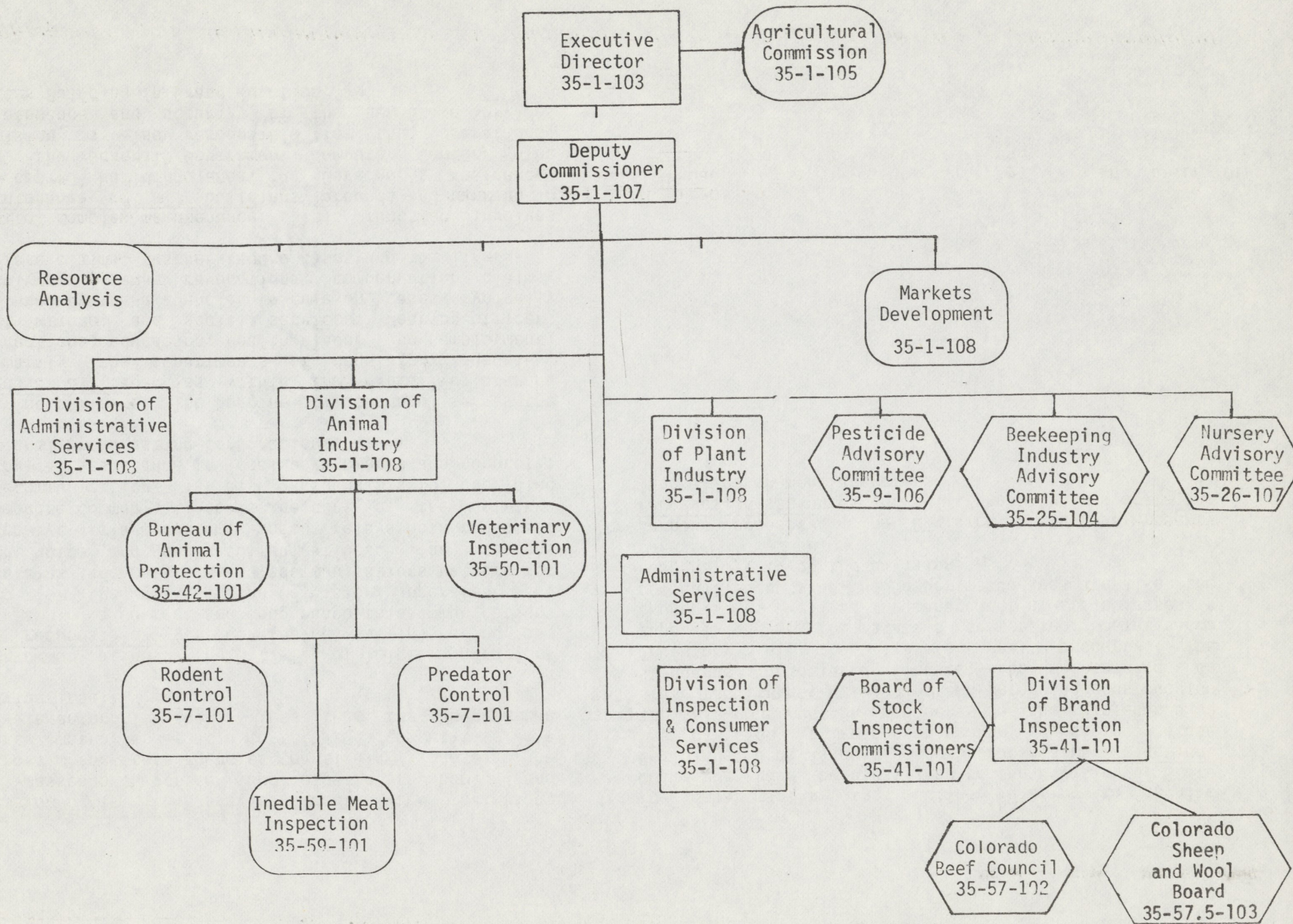
Hearing officers. The hearing officers pool serves the needs of all agencies within the executive branch, primarily the departments of regulatory agencies, corrections, education, health, labor and employment, institutions, and social services. Hearing officers are used by these agencies to rule on cases typically involving license revocations, compensation claims, welfare claims, teacher tenure cases and the like.

Capitol complex maintenance. This function involves maintenance of all buildings, grounds and parking in the capitol buildings area, the Governor's residence, and the General Government Computer Center. The division is also responsible for the operations, maintenance and security of the new State Services Center Building in Grand Junction.

The department's other duties relating to public buildings have been assigned to the Division of State Buildings, a division created by administrative action. The division is responsible for overseeing state capital construction projects and the maintenance of state facilities; developing and enforcing construction standards; negotiating leases; and maintaining an inventory of the state's real property. The supervision of the state's controlled maintenance projects as well as the management of state leases in communities outside the Denver metro area are also the responsibility of the division.

Surplus property. The Division of Surplus Property receives, distributes and sells property from state and federal government agencies.

DEPARTMENT OF AGRICULTURE



DEPARTMENT OF AGRICULTURE

THE DEPARTMENT OF AGRICULTURE IS PRIMARILY RESPONSIBLE FOR REGULATING THE ACTIVITIES AND PROMOTING THE WELL-BEING OF AGRICULTURE WITHIN COLORADO.

The functions assigned to the department are performed by 255 departmental employees operating from an annual budget of \$10.5 million. Forty 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.

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 department. Direct supervision and control of the department is the responsibility of the Commissioner of Agriculture.

The Commissioner's office is comprised of three separate sections. In addition to the executive staff which includes the deputy director, there exists a Markets Development section and a Resource Analysis section.

Markets Development provides assistance in establishing and developing commodity and trade associations for the promotion of Colorado agricultural products domestically and abroad. The section is also responsible for development of new and larger markets through surveys of commodity and market needs, collection and analysis of current market activity information, and promotion through trade shows and publication of consumer oriented information. The market news service within this section is specifically

responsible for disseminating current market activity information.

The Resource Analysis Section within the Commissioner's office analyzes trends in land use, water, and energy as they relate to agriculture and reviews environmental impact statements for potential effects upon agriculture. This section is also involved in developing and administering new agricultural programs.

Administrative Services

The Division of Administrative Services provides support services to the four operating divisions within the department. These services include budgetary, fiscal, maintenance, insurance, purchasing, contracting, communications, supply, ADP, and hearing officers and agricultural statistics.

The agricultural statistics 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 Inspection and Consumer Services

This division is responsible for licensure of products and distributors and enforcement of agricultural standards for various types of agricultural products and their transport. The division is also responsible for the administration and enforcement of specific market orders implemented by agreement of commodity handlers.

Feed, fertilizer, anhydrous ammonia, scales, farm products, and poultry and eggs inspection. This section is responsible for the administration of the law relating to the inspection and regulation of commercial fertilizers, anhydrous ammonia, and commercial feeding stuffs. The section provides for inspection and regulation through samplings, analysis, registration, and licensing to insure that products conform to their labels and that established safety procedures are followed.

This section is also concerned with the law which regulates the 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.

The inspection section administers 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 analyzes samples taken by the department's inspectors for the investigation and evaluation of products, chemicals, foods, and feeds. A small percentage of samples are accepted from other state agencies, agricultural product manufacturers, and consumers.

Farm products section. This section administers the Commission Merchants, Brokers, and Dealers Act which requires the licensing and bonding of persons who buy,

sell, transport, store, process, and handle agricultural products on a commission basis. 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.

Measurement standards. This section enforces the Measurement Standards Act of 1983 which mandates the following: licensing of all weighing and measuring devices employed in commercial use; testing all devices for accuracy at least once a year; testing pre-packaged commodities for proper labeling and accurate content; certifying persons operating public scales and others requesting certified weighers licenses; monitoring the reliability of device repairmen; and certifying tuning forks for enforcement of speed limits by law enforcement agencies.

The fruit and vegetable inspection function certifies the condition of the produce upon request or by statutory directive. Inspection involves measurement and evaluation of quality, condition, and size. Inspection is based on federal and/or state uniform standards.

Division of Animal Industry

The division of animal industry consists of five 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 inspection of boarding and

rental stables.

Frozen food and meat inspection. This section was 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 function 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. Emphasis is given to diseases transmissible from animals to man. Statutorily imposed licensing, inspection, condemnation, quarantine, certification, and mandatory vaccination are conducted. The performance of these functions includes testing for and eradication of brucellosis, and licensing public livestock markets and sales rings and inspecting livestock consigned thereto.

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 seeks to control populations of pests by issuing permits for control to local governments, and by mixing and distributing rodent bait.

Predatory animal control. This section is the administrative agency concerned with control programs for predatory animals including 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 Plant Industry

The Division of Plant Industry provides consumer protection through the inspection and regulation of nursery products, greenhouse operations, landscape contractors, seeds, pesticide products, pesticide applicators, honeybees and bee products, and through the control of insect pests, plant disease and noxious weeds. The division has established a pool of inspectors who perform services for all sections within the division.

Seed and 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 exist primarily to enforce state 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 pest control. Commonly referred to as the insectary, this section is located in Palisade, Colorado, and is basically concerned with development and release of beneficial insects. 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

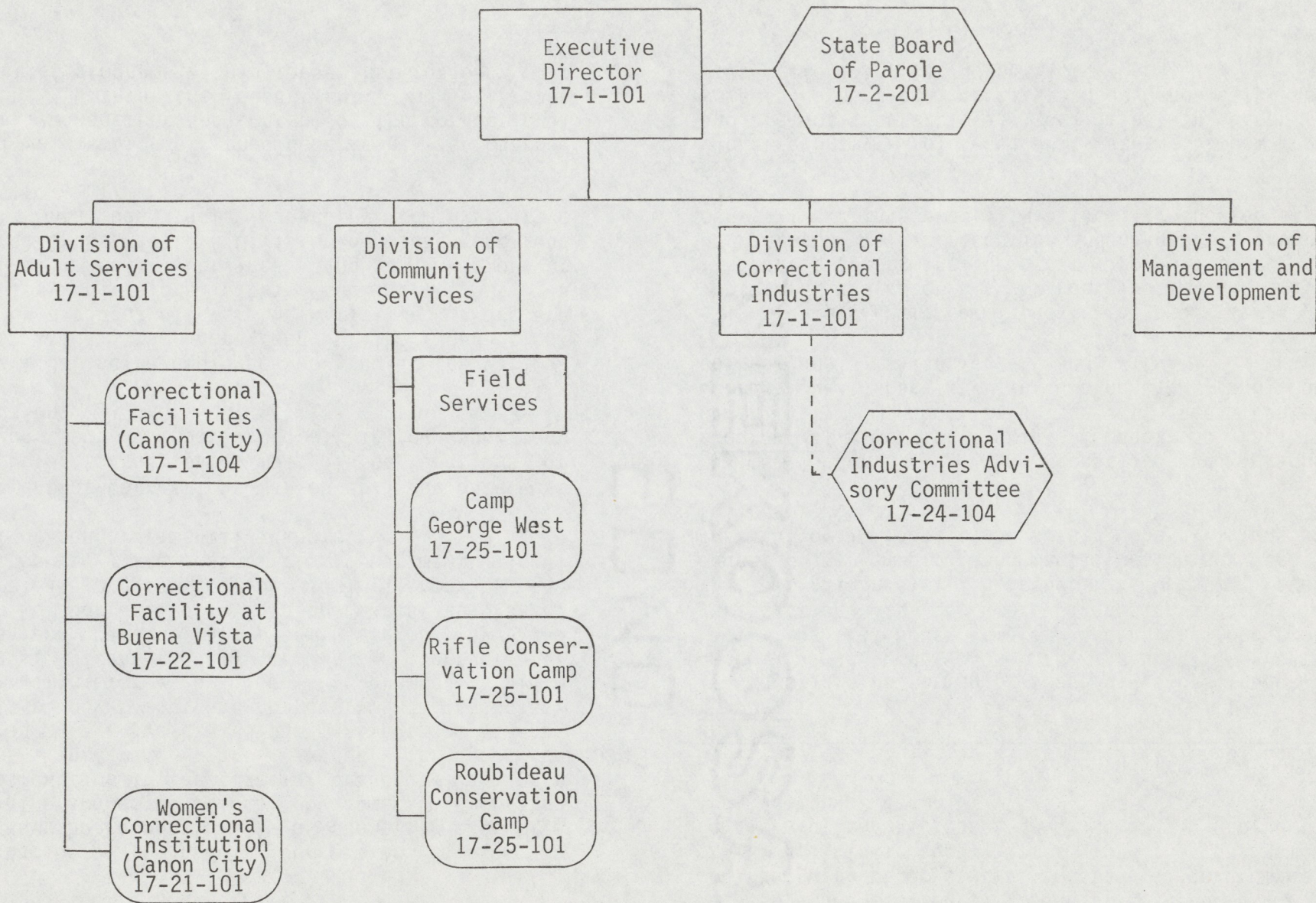
The board, statutorily referred to as the Division of Brand Inspection, contains the following agencies which are only loosely affiliated with one another and with the division itself. This division inspects livestock for proof of ownership, records and assesses all brands in the state, and serves violation notices on individuals not complying with brand inspection laws of the states.

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 council. The beef council is composed of eight members appointed by the Governor. The council encourages and maintains the sale and consumption of Colorado beef and develops programs to increase public awareness of Colorado beef. The Colorado beef council 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 council. The program is designed to be self-sufficient.

DEPARTMENT OF CORRECTIONS



DEPARTMENT OF CORRECTIONS

THE PRIMARY FUNCTION OF THE DEPARTMENT IS TO ADMINISTER THE STATE'S CORRECTIONAL FACILITIES.

The organization of the adult corrections system in Colorado is the responsibility of the state 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. Prior to that date, most of the functions of the new department were performed within the Department of Institutions.

There are 1,325 state employees working at the various facilities within the department. The department operates on a budget of over \$66.8 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. In

the exercise of this authority he may transfer inmates between the penitentiary and the reformatory and 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 that house inmates 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 are as follows:

Maximum security -- the reception and diagnostic program at the Territorial Correctional Facility in Canon City, maximum security at the Centennial Correctional Facility in Canon City, and women's correctional institution at Canon City.

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 reception and diagnostic program is centrally administered with a facility located at Canon City.

Close security -- close security at the Shadow Mountain and Fremont correctional facilities in 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, and the Territorial Correctional Facility in Canon City.

Minimum security facilities. A minimum security facility (also called a correctional center) has a less restrictive setting than the Canon City or Buena Vista facilities, but a more restrictive setting than community correctional facilities. By law, permanent minimum security facilities cannot exceed a capacity of one hundred twenty inmates. The Golden, Rifle, and Delta, Skyline, and Four Mile Modular 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 Mesa County work and educational release facility and the Fort Logan Community corrections facility are examples of centers established to enable selected offenders to participate in work and educational release.

Community corrections. This function is primarily a residential alternative to state correctional institutions. The department, 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.

Parole. By statute, the division is responsible for the administration of the state's adult parole program. The division director is authorized to appoint six assistant directors of adult services, one to be

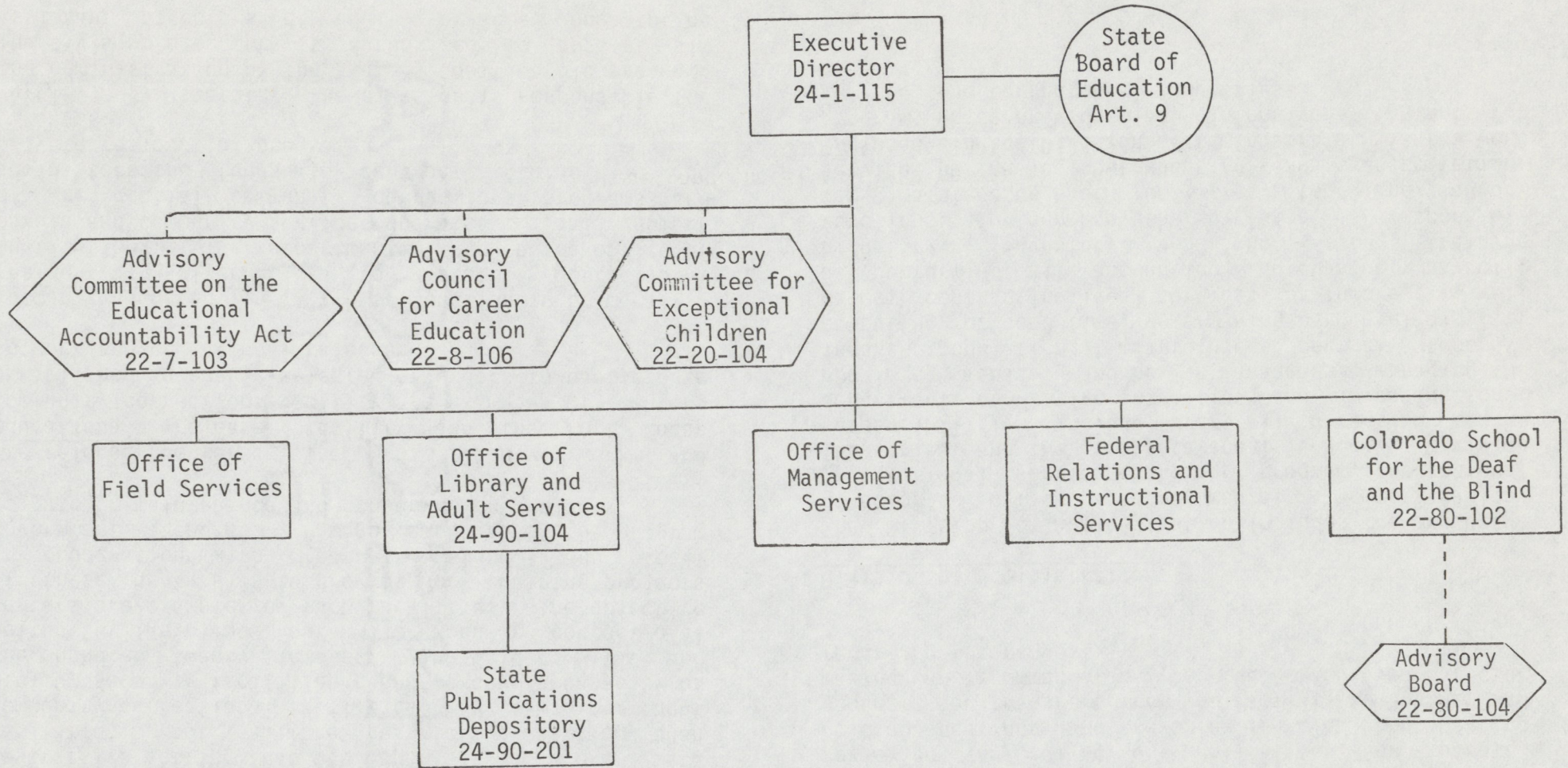
located within each congressional district of the state. The division keeps a complete record for all domestic as well as interstate parolees.

The State Parole Board, four full-time state employees appointed by the Governor, has the responsibility for reviewing and ruling on applications for parole, holding hearings and revoking parole, and hearing requests for transfers from one facility to another and making a recommendation to the executive director regarding the request.

Division of Administration

The Division of Administration includes the executive director's office, departmental administration, institutional services, the work program, correctional industries, and the area vocational school. Division responsibilities include over all direction to the department, conducting inspections and investigations, providing medical and health management, managing the inmate population, maintaining central records, computing for good time, determining parole eligibility dates, contracting legal services for inmates, as well as performing all accounting, purchasing, payroll, budgetary, inventory, personnel, and training functions. Furthermore, the division is responsible for maintenance of facilities, food and laundry service, purchasing, warehousing and transportation. Included in the Division of Administration is the work program, which provides labor intensive assignments for inmates, and correctional industries.

DEPARTMENT OF EDUCATION



DEPARTMENT OF EDUCATION

THE PRIMARY OBJECTIVES OF THE DEPARTMENT ARE: PROVIDING LEADERSHIP AND SUPPORT SERVICES TO LOCAL PUBLIC SCHOOL DISTRICTS; STIMULATING THE PROVISION OF LIBRARY SERVICES; AND DISTRIBUTING STATE AND FEDERAL AID MONEYS TO LOCAL PUBLIC SCHOOL 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..." The State Board's authority has never been defined to include directing or prescribing programs or curricula for public elementary and secondary education in the state. 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. In Colorado the responsibility for providing public education below the college level is delegated to a separate structure of governmental units called independent school districts. There are 179 of these districts in Colorado.

Principal Functions

The functions of the department can be divided into six major categories. Half of the categories implement the goal of providing leadership and support services to local districts and administering the School for the Deaf and the Blind. The remaining functions relate to the distribution of dollars for aid programs to local districts.

Administration of the Department and Board. This activity includes state-level educational policy research, planning, budgeting, budget monitoring, and

evaluation, as well as internal administrative services such as accounting, personnel, and general office support. The department assists local planning and management by seeking to increase the effectiveness of policy making by school boards and improving the administrative capabilities of districts. Activities include financial and legal consultative services, and assistance with state accountability and accreditation programs. The department also helps local instruction in the area of migrant education, adult basic education, career education, education of the handicapped, and teacher certification.

Library Administration. The Library Division is the coordinating agency for statewide library development. The division has two distinct statutory duties. With respect to the State Library, it furnishes or contracts for library services to state officials, state departments, and to correctional, residential, and medical institutions operated by the state. It also operates the state library for the blind and physically handicapped. In regard to other publicly-supported libraries in the state, the division is charged with furthering library development and encouraging cooperative relationships to increase the sharing of resources among all types of libraries and agencies throughout the state.

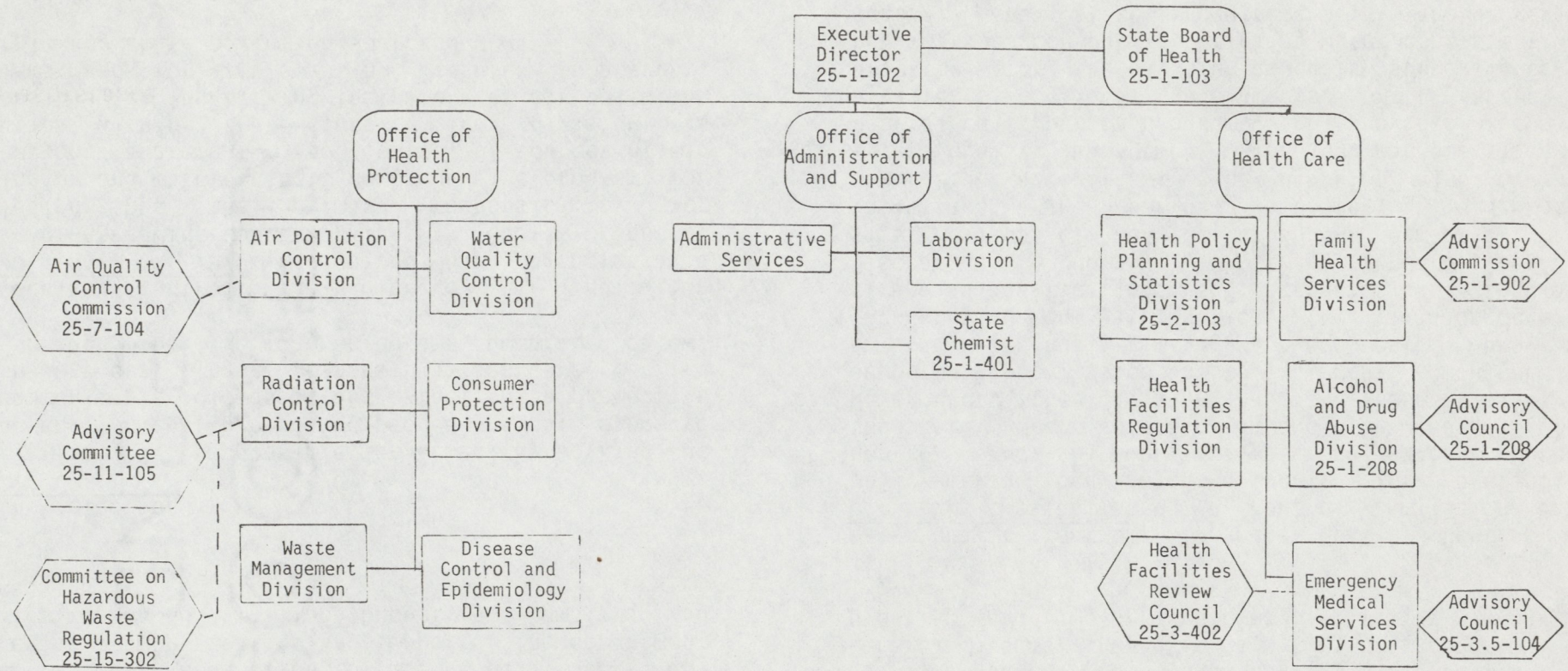
Administration of the State School for the Deaf and the Blind. Transferred from the Department of Institutions in 1977, this educational facility in Colorado Springs serves children of the state who, by reason of the impairment of their sense of hearing or of sight, cannot be advantageously educated in the other schools of the state. The Commissioner of Education is supervisor of the school.

School district distributions. This program provides financial support to local districts for special categorical programs approved by the legislature. The programs include education of the handicapped (the Exceptional Children's Education Act), emeritus retirement, boards of cooperative services, bilingual/bicultural education (the English Language Proficiency Act), and day training (services to persons with developmental disabilities). Nearly \$54 million will be distributed to local districts in support of these programs during FY 85.

Public school funding. This is the distribution program providing state funds in accordance with the Public School Finance Act of 1973 and the Transportation Fund Act of 1975 for minimum equalization, small attendance centers, low income districts, increasing enrollment districts, educational television, public school transportation and for special emergency contingency reserve. Over \$800 million in state funds are distributed to local school districts.

Supportive programs. This activity provides consulting services and program funds to local districts under federal programs. In FY 1986 nearly \$84 million will be distributed in Colorado through the following major, federally supported programs: adult basic education; bilingual education; Civil Rights Act; Education Consolidated Implementation Act (programs for the economically disadvantaged); technical assistance programs for the deaf, blind and multihandicapped children; early childhood education assistance; state technical assistance and funds for the improvement of library services; educational services to refugee children; and national school lunch program.

DEPARTMENT OF HEALTH



DEPARTMENT OF HEALTH

THE PRIMARY FUNCTIONS OF THE DEPARTMENT ARE TO ADMINISTER CONSUMER PROTECTION ACTIVITIES; ADMINISTER ENVIRONMENTAL PROTECTION ACTIVITIES; DEVELOP A PLAN LEADING TO COORDINATION OF HEALTH CARE SERVICES; AND DEVELOP AND ADMINISTER HEALTH AND MEDICAL CARE REGULATION ACTIVITIES IN HEALTH FACILITIES.

For administrative purposes, the functions of the Department of Health are grouped under three offices: Office of Health Protection, Office of Health Care, and Office of Administration and Support. The department operates from a \$83 million budget and employs 750 people.

Health Protection

This office is responsible for 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 quality control. The Colorado Air Pollution Control Act of 1970 recognized air pollution as a matter of statewide concern. The Air Quality Control Commission has the primary responsibility for developing and maintaining a comprehensive program for 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 an automobile inspection and readjustment program applicable to 1968

and newer model motor vehicles powered by gasoline. This program applies to 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 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. In 1984, the General Assembly enacted a similar program for diesel-powered motor vehicles, effective January 1, 1985.

Water quality control. 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, the division has the responsibility to support the commission and to implement, administer and enforce water quality management and control programs. In carrying out its duties, the division develops stream classifications and standards and regulates discharges to comply with those standards; performs site reviews of new or expanding domestic water facilities; and performs monitoring and other enforcement activities. The division also oversees water quality management planning, manages state and federal construction programs, and provides technical assistance to local governments. With respect to drinking water, the division conducts surveillance of public and non-public drinking water consistent with federal and state requirements, and reviews specifications of new or expanding treatment facilities. The State Board of Health is responsible

for the development of a regulatory program for ensuring safe drinking water. The division also assists the Plant Operators Certification Board in the certification of water and wastewater treatment plant operators.

Radiation. With respect to radiation, the Radiation Control Division seeks to prevent risks to health from all sources of ionizing radiation. This responsibility is carried out through 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 through their occupation as a result of accidents or environmental contamination.

Waste Management. The Waste Management Division regulates the disposal of solid and hazardous wastes and maintaining emergency response capabilities for hazardous materials incidents.

Disease control and epidemiology. This division is made up of three units: communicable disease control, chronic disease control and environmental 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 epidemiologic investigation of confirmed disease outbreaks. The department also institutes control measures and disseminates information to local health departments and others involved in the prevention, diagnosis or treatment of contagious diseases.

Consumer protection. This program was established to enforce sanitary standards which are sufficient to control and prevent food and vector-borne diseases (insect transmitted diseases). Enforcement of health standards in public accommodations and standards for potentially hazardous products are also the responsibility of this section.

Finally, administration of the dairy products and frozen desserts laws is the responsibility of this section. The production, manufacture, and sale of dairy products are inspected to meet standards set by statute for the handling, grading, processing, sanitation, and packaging of dairy products. 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.

Health Care

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

Health policy, planning and statistics. The division's goals are to contain the costs of health care in Colorado through the development of cost-effective approaches to health care delivery and financing and to insure access to needed health care in the state. The division coordinates health planning efforts in the state by collecting and analyzing data; planning for

the health and medical care needs and resources of Colorado; and assisting in the implementation of State Health Plan recommendations.

The Vital Records section serves as the State Office of Vital Statistics with responsibility to register all births, deaths, marriages, and marriage dissolutions. The Health Data section tabulates, analyzes, and publishes vital statistics and other health data as well as provides statistical services to health programs.

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 administers the state's certificate of public need program; assures quality of care for Medicaid patients; licenses facilities for the developmentally disabled with the assistance of the Department of Institutions; and works with the Attorney General on the enforcement of state sanitation standards in regulated facilities.

Emergency medical services. The division oversees the training and licensing of emergency medical technicians and paramedics and assists local communities to develop and maintain emergency medical service systems.

Alcohol and drug abuse. This program attempts to reduce dysfunctional use of alcohol and drugs. The division provides both treatment and prevention and early intervention services. The division administers programs in conjunction with the Divisions of Mental Health and Youth Services within the Department of

Institutions, the Department of Corrections, Department of Education, and Division of Highway Safety within the Department of Highways, Divisions of Liquor Enforcement and Motor Vehicles within the Department of Revenue, and the Department of Personnel.

Family health services. This division includes the following sections: Women's and Children's Health Services, Nutrition, Migrant Health, Social Work, Health Promotion and Education and Dental Health. The division is responsible for assuring availability of health and medical care services for individuals who cannot afford care or who require highly specialized care not available in many rural areas of the state; evaluating health needs; and promoting health education.

The division 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 whose families cannot afford the cost of care. The Family Planning section provides family planning health services including examinations, supplies, counseling, patient education, voluntary sterilization and related medical care.

The Dental Health section administers orthodontic treatment to low income children with dento-facial handicaps as well as community dental health education and prevention programs, community water fluoridation programs, the Old Age Pensioners Dental Program, and

contracts for the use of a mobile home dental van which serves handicapped and homebound citizens.

The division also provides supervision and consultation to county health nurses who provide local public health services. Direct supervision is given in the areas of public health administration, fiscal management, budget preparation, program implementation, and education and training. Consultation and technical assistance is provided in preventive health care programs and in the specialty nursing programs including maternal and child health, migrant health care, developmental disabilities, and family planning.

Administration and Support

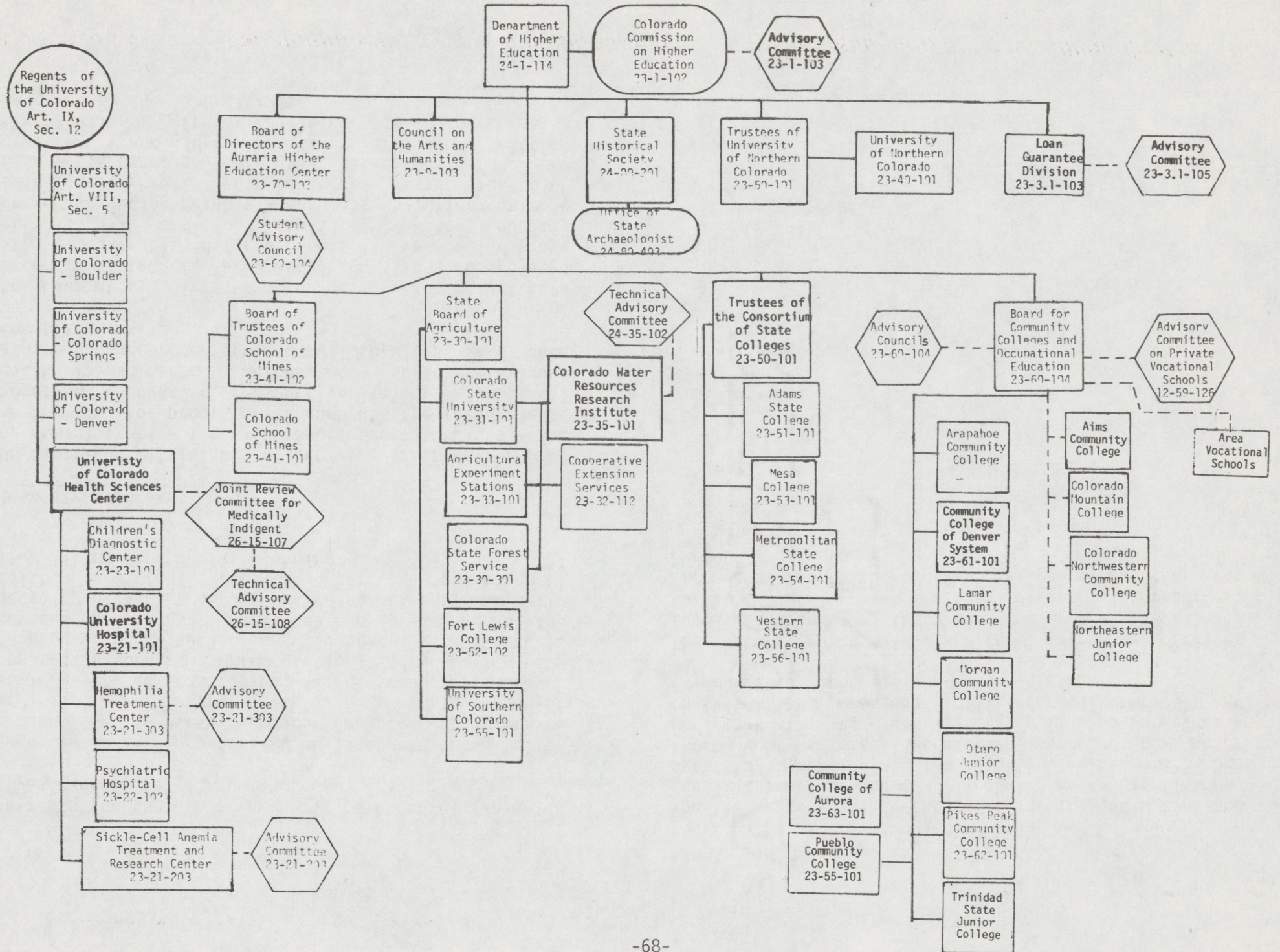
The divisions within this office are responsible for the administrative functions and support services which are common to programs throughout the department: budgeting, accounting, personnel, liaison with local health departments, purchasing, public relations, maintenance, reproduction and mail services, and data processing services.

The Laboratory Division provides the analytical data needed to implement laws and regulations associated with communicable disease control, venereal disease control, milk and food sanitation, water quality control including potable water, air pollution control, 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, and potable water and milk testing laboratories. It also serves as a consultant and reference facility for all medical and environmental laboratories in the state.

The laboratory provides to local government entities specialized services that are not readily available through local government or private laboratories. There are branch laboratories in Grand Junction and Durango.

DEPARTMENT OF HIGHER EDUCATION



DEPARTMENT OF HIGHER EDUCATION

THE AGENCIES WITHIN THE DEPARTMENT PERFORM THE FOLLOWING FUNCTIONS: ADMINISTRATION OF PROGRAMS OF HIGHER EDUCATION INCLUDING THE COLORADO STUDENT LOAN PROGRAM; GOVERNANCE OF INSTITUTIONS OF HIGHER EDUCATION; PROMOTION OF THE STATE'S HISTORY AND CULTURE; AND COORDINATION AND PLANNING OF SERVICES FOR HIGHER EDUCATION.

The agency has a budget of just over \$750 million. All postsecondary state-supported institutions and their governing boards are within the department. The executive director of the Colorado Commission on Higher Education is the head of the Department of Higher Education.

The Colorado Commission on Higher Education is assigned to the department and, although not designated as a division, it is the primary agency within the department. In 1985, the General Assembly passed legislation concerning the reorganization of higher education. This legislation, House Bill 1187, greatly expanded the commission's authority over higher education in Colorado. Public postsecondary education is organized under six governing boards. These boards have similar responsibilities for the institutions under their control. In addition the Auraria Higher Education Center board manages the facilities of the three institutions located on the Auraria campus.

For the purposes of the constitutional directive that all executive agencies be placed within not more than twenty departments, the following governing boards are allocated to the department, but otherwise they continue to be administered as provided by 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

health sciences 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 (SBCCOE), with general supervision over eleven institutions: Otero Junior College, Lamar Community College, Morgan Community College, Trinidad State Junior College, Arapahoe Community College, Pikes Peak Community College, Community College of Denver, Community College of Aurora, Front Range Community College, Red Rocks Community College, and Pueblo 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, Metropolitan State College, and the University of Colorado-Denver.

This review will highlight the statutory functions of agencies within the Department: the Colorado Commission on Higher Education, the Council on the Arts and Humanities, the State Historical Society, the Colorado Advanced Technology Institute, the Colorado Student Loan Program, as well as the institutions and their governing boards.

Commission Responsibilities

The commission is a nine-member body with statutory responsibilities that extend to all post-high school institutions of education supported by state funds. 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; establish budget submission dates; study each budget request to determine its consistency with state plans and policies and institutional roles and missions; and establish for the Governor and the General Assembly the distribution formula for appropriations under statutory principal.

-- with respect to capital construction, prescribe uniform procedures, policies, and standards 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; annually establish a five year capital improvements plan with each governing board; and approve acquisitions of all property, and

capital planning projects prior to the General Assembly appropriation.

-- with respect to functions of educational institutions, review and approve proposals for new programs; review existing degree programs; discontinue academic or vocational 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; establish enrollment policies and differentiated admission and program standards consistent with institutional roles and missions; and develop unified programs of extension offerings;

-- with respect to comprehensive planning and statistics, recommend to the Governor and the General Assembly statewide plans for higher education; maintain a comprehensive plan for public higher education; develop criteria to determine whether an institution should be consolidated or closed and submit recommendations for any such action to the General Assembly; 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; establish policies for determining residency status for tuition purposes; establish new statewide affirmative action policies for CCHE, the institutions, and governing boards; and negotiate agreements with other states for the waive of non-resident tuition rates.

The commission is assisted by an Advisory Committee of not less than thirteen members established by statute and given the duties of suggesting to the commission solutions to problems and needs of higher education and maintaining liaison with the General Assembly and the governing boards.

Council on the Arts and Humanities

The council stimulates and encourages the study, understanding, 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, dispenses grants to individuals and organizations involved in the arts in Colorado, advises the Governor with respect to developments in the arts and humanities, and makes recommendations regarding method 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. The office of state archaeologist is a section in the society.

Colorado Advanced Technology Institute

Created in 1983, the institute seeks to provide state-of-the-art equipment and facilities at state colleges and universities as a method of enhancing research and education in the area of advanced technology. The institute is administered by eleven commissioners charged with making assessments of long-range goals and capabilities of institutions and distributing equipment and monies among institutions based upon priorities established by the commissioners.

The Colorado Student Loan Program

The Student Loan Program has been established within the department with responsibilities that include the following: approve, or arrange for approval of, loan applications; purchase default loans; and borrow funds from the student loan marketing association. An advisory committee is also established.

Governing Boards

University of Colorado Board of Regents. Established in 1876, the powers and duties of this nine-member

of the Consortium 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. The board appoints a director of occupational education and a director of community and technical colleges. The board also serves as the state approving agency for veteran's programs and as the State Board for Vocational Education. An overview of the board's responsibilities follows.

-- Community and technical colleges are under the 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.

-- 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 allocates state grants and reviews school programs.

-- There are twenty-two area vocational schools, many of which are housed 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. These schools are designated by the General Assembly as area vocational schools and comply with standards established by the State 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 also subject to some control by the board. For example, 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). Proprietary schools must obtain a certificate of approval from the board before the schools become operational (again the board may void a certificate). The board also has the power to investigate, appraise and evaluate approved proprietary schools to determine accreditation.

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

-- The 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.

The Memorandum of Understanding

Beginning in fiscal year 1982, a "memorandum of understanding" was written between the governing boards and the Joint Budget Committee. The principal elements of the agreement were placed in the statutes in 1985. It reflects increased trust in the higher education community by granting to the governing boards more management responsibilities and increased fiscal flexibility. Each governing board has the authority and responsibility for setting the expenditure level at each institution under its jurisdiction. Appropriations are made to governing boards rather than to institutions. The governing boards have the authority and responsibility for setting tuition levels, subject to all applicable statutes and to the authority of the Colorado Commission on Higher Education. The agreement reduces the emphasis on line item appropriations and increases governing board flexibility to transfer resources, subject to specific limitations detailed in the agreement. Finally, governing boards may expend all cash revenues generated or, in the case of excess funds, retain them from fiscal year to fiscal year as necessary.

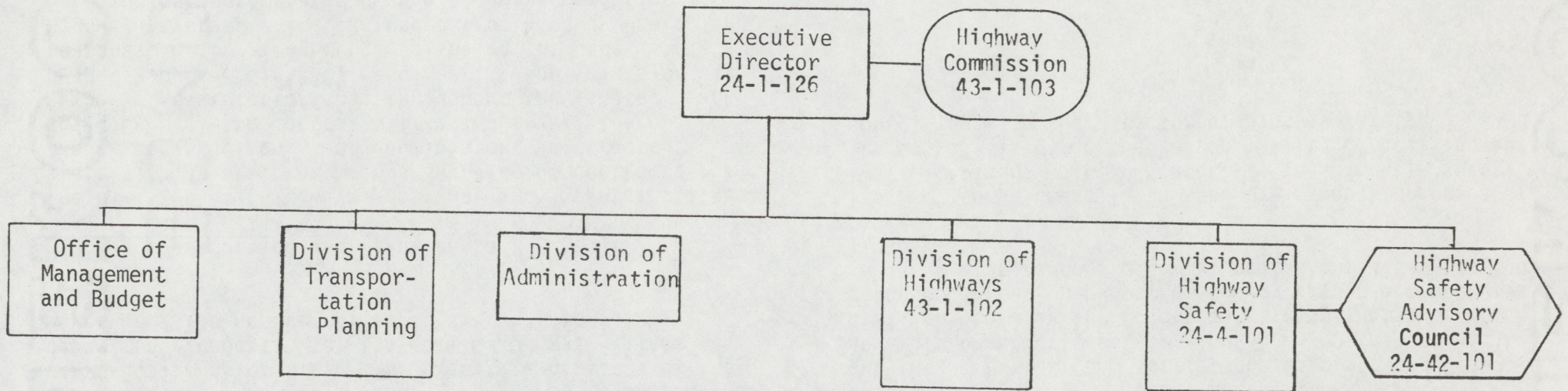
The agreement pertains to public higher education institutions and specifically excludes the Commission on Higher Education, Veterinary Medicine and Hospital, Experiment Station, Extension Service, Water Resources Institute, Historical Society, State Forest Service, Colorado Council on the Arts and Humanities, Area Vocational Postsecondary Programs, the Occupational Education Division of the State Board for Community Colleges and Occupational Education, as well as local district colleges. The Auraria Higher Education Center is excluded from the general provisions of the memorandum unless specifically included for particular issues. A separate memorandum has been prepared for CU Health Sciences Center, which includes the Schools of Medicine, Nursing and Dentistry, the University Hospitals and Institutional Support.

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 authority is composed of a nine member board of directors.

The Colorado Postsecondary Educational Facilities Authority was established in 1981 (C.R.S. 23-15-104) as a political subdivision and it is authorized to provide and assist in the provision of buildings for participating postsecondary educational institutions in Colorado. It may issue bonds or lease or acquire property. There is a seven-member governing body for the authority.

DEPARTMENT OF HIGHWAYS



DEPARTMENT OF HIGHWAYS

THE DEPARTMENT'S PRIMARY FUNCTION IS THE CONSTRUCTION AND MAINTENANCE OF THE STATE'S PUBLIC HIGHWAYS.

The department is composed of two statutory divisions: a Division of Highways, 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 this capacity, the commission approves administrative policies and engineering standards used by the department, reviews construction projects, and promulgates and adopts departmental budgets and programs including construction priorities. The executive director of the department reports to the commission as well as the Governor. The department employs 3,054 people.

Highway Construction and Maintenance

The Division of Highways designs and maintains the state's highways, recommends awarding of contracts for their construction, and administers 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. It is funded from Highway Users Tax Fund monies appropriated by the highway commission.

Transportation Planning

This division provides planning support for highway construction activities. In addition, the division annually updates a statewide rail service plan and

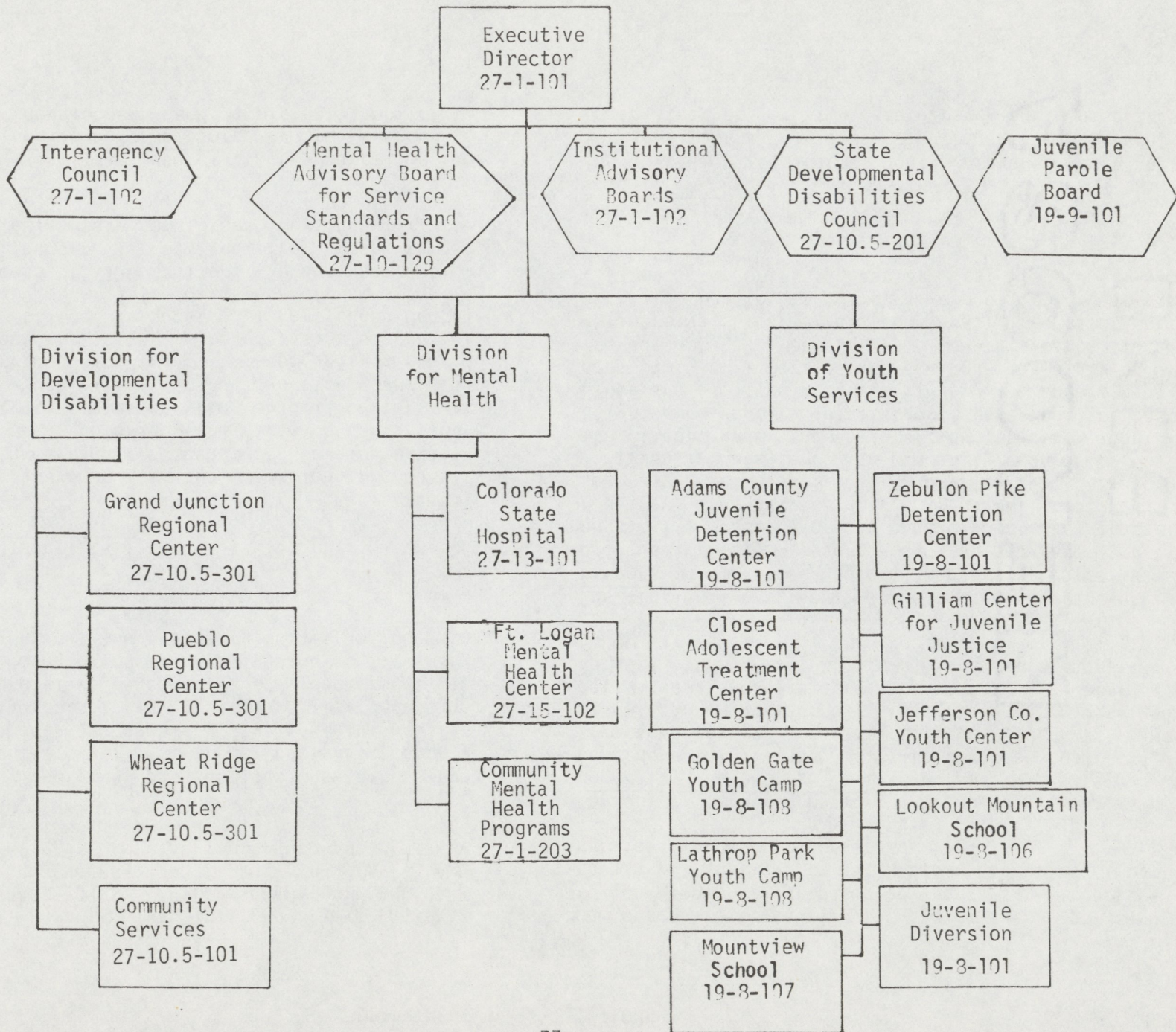
assists local entities in planning services for the elderly and the handicapped.

Highway Safety

The Division of Highway Safety 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 division operates the Colorado Training Institute which offers courses on proper emergency response procedures in cases of hazardous material spills and accidents on highways.

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

DEPARTMENT OF INSTITUTIONS



DEPARTMENT OF INSTITUTIONS

THE DEPARTMENT MANAGES THE STATE'S INSTITUTIONAL PROGRAMS AND FACILITIES; PERFORMS CUSTODY AND CARE FUNCTIONS FOR JUVENILES; AND PROVIDES CARE AND TREATMENT FOR THE DEVELOPMENTALLY DISABLED AND MENTALLY ILL.

The department operates 15 institutions across the state -- two mental hospitals, three regional centers for the developmentally disabled, five institutions for juvenile delinquents and five juvenile detention centers. 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.

Developmental Disabilities

Prior to 1974, the Division for Developmental Disabilities was known as the Division of Mental Retardation. In meeting the needs of developmentally disabled persons in Colorado, the division carries out a statutory duty to administer the regional centers 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 \$100 million. Seventy percent of the division's budget is derived from cash funds. There are 1,491 state employees working for the division.

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. It acts 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 services such as infant stimulation, preschool, day training and adult activities, and vocational activities. The boards are located throughout the state and serve approximately 5,200 citizens.

Institutional programs. The division serves over 1,150 persons in its three regional centers. Typically, the profoundly and severely disabled and multiple physically or behaviorally handicapped are those who require the service of a regional center. 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 center cares for the maladaptive behavioral problems. The Grand Junction facility handles a diverse group of handicapped citizens from both the East and West Slopes.

Mental Health

The Division of Mental Health provides mental health services to the citizens of the state through the administration of two state psychiatric 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 1,800 people are employed within the division.

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 56 county catchment area. Forensic psychiatry, drug treatment, and general hospital services are provided 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.

Youth Services

When a child between the ages of ten 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. There is a mandatory sentence of up to five years for some classes of repeat and violent offenders. 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 the Lookout Mountain School and the Mount View School be the receiving centers for these children. If the department

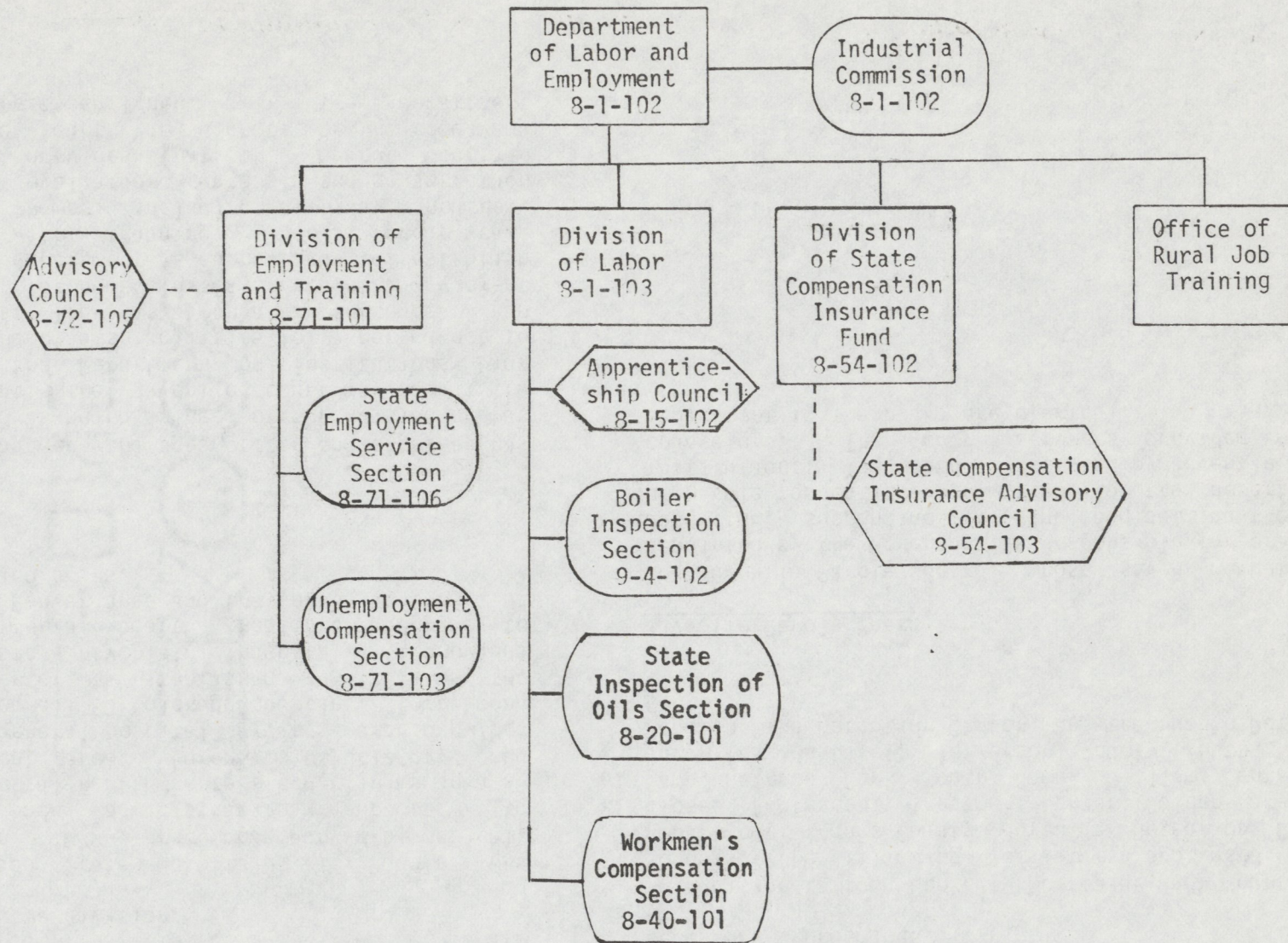
determines that a child requires placement in a state facility for the mentally ill or developmentally disabled, the department is authorized to initiate the necessary proceedings.

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, Gilliam Center for Juvenile Justice, Jefferson County Youth Center, Zebulon Pike Detention Center, and the Pueblo Detention Center.

Juvenile Parole Board

The Juvenile Parole Board, whose seven members are appointed by the Governor, 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 juvenile parole counselors. The only services provided by the department to the board are clerical.

DEPARTMENT OF LABOR AND EMPLOYMENT



DEPARTMENT OF LABOR AND EMPLOYMENT

THE DEPARTMENT ADMINISTERS FEDERAL AND STATE FUNDED PROGRAMS OF SERVICE TO EMPLOYERS, EMPLOYEES, AND THE UNEMPLOYED, AS WELL AS PROVIDING INSPECTION AND REGULATION OF CERTAIN FACILITITES AND SERVICES.

To carry out its responsibilitites, the department is composed of four major divisions: the Division of Labor, the Division of Employment and Training, the Division of State Compensation Insurance Fund, and the Industrial Commission. The department works with the Governor's Job Training Office (formerly the Office of Manpower Planning and Development) but does not supervise the operations of the agency. The Governor has included within the organizational structure of the department the Office of Rural Job Training, formerly the Balance-of-State/CETA. The department employs 1,522 people. The budget for the department is \$60 million.

The primary functions of the department may be summarized as follows.

Executive Director's Office

This office provides management, policy, and budget direction for the Department. Centralized appropriations for salary survey and anniversary costs, capital outlay, lease purchase and leased space are administered by this office.

Labor

The Division of Labor administers a number of diverse programs dealing with labor conditions, access to the

labor market, and benefits to industrially injured workers. In a number of these areas the state's Industrial Commission develops rules and regulations and acts as an appeal or review board from the decisions of the director of the division.

Workmen's compensation. State law provides a framework for the delivery of benefits to industrially injured workers which includes rules on the maintenance of records and a mechanism for dispute resolution. As a part of this program the division reviews claims and resolves disputes between workers, employers, and insurers. Colorado law also contains provisions for additional medical benefits if an employer's limits of liability under the workmen's compensation laws have been exhausted. The funds are identified as the Medical Disaster Insurance Fund and the Major Medical Insurance Fund. Both funds are administered by the Division of Labor under rules and regulations adopted by the state Industrial Commission.

Labor standards and relations. State law establishes parameters regarding prevailing wages, working conditions, and labor relations. The division receives, investigates, and resolves claims and complaints regarding these matters including the conduct of union representation and union security elections and the determination of prevailing wages.

Apprenticeship and training. The purpose of this program is to provide for the training of apprentices through on and off-the-job instruction in all aspects of the work required in a skilled trade. Personnel from the division assist the six-member apprenticeship council in carrying out the program.

Safety inspections. The division performs the following safety inspections: a) boilers and pressure vessels in commercial and certain residential buildings; b) fuel products at service stations, pipeline terminals, bulk storage plants and transportation facilities; c) the labeling of safety glazed materials; d) access to explosives; and e) school building construction.

Employment and Training

The Division of Employment and Training is responsible for a variety of programs, most of which focus on assistance to the unemployed. The major programs administered by the division may be summarized as follows:

-- the job service program which is designed to assist job seekers find suitable employment;

-- the unemployment insurance trust fund which provides short-term income support for workers who have suffered involuntary unemployment and who are available for work;

-- labor market information services which provide statistical analyses and economic, demographic, and job-related data;

-- the work incentive program which assists adult recipients of Aid to Families with Dependent Children obtain employment;

-- the Job Corps which provides training to help disadvantaged youth develop skills necessary for

employment;

-- the Disabled Veterans Outreach program providing employment services for the disabled veterans; and

-- collection of taxes and reports, and the auditing and enforcement of local governments' participation in the federal Social Security system.

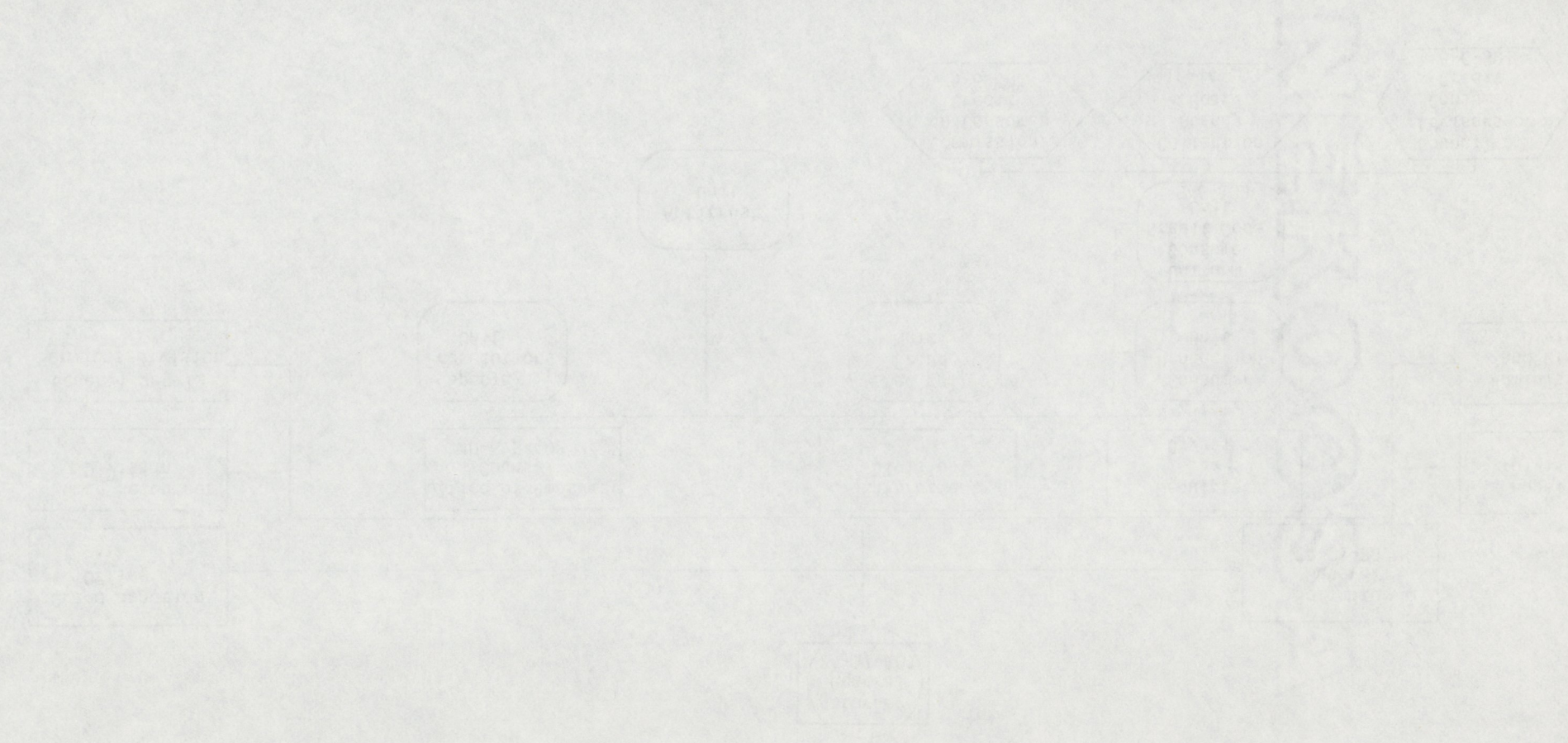
Compensation Insurance

The state Compensation Insurance Fund, a division within the Department of Labor and Employment, writes worker's compensation insurance for Colorado public and private employers who choose to insure with the fund, or who, for one reason or another, cannot obtain insurance with private insurance carriers, or who are not of sufficient financial strength to obtain self-insurance permits.

The manager of the state fund has jurisdiction over its administration but rules, regulations and rates are determined by the state Industrial Commission. There is also a thirteen-member advisory council to assist in the fund's management. The division is cash funded through premiums.

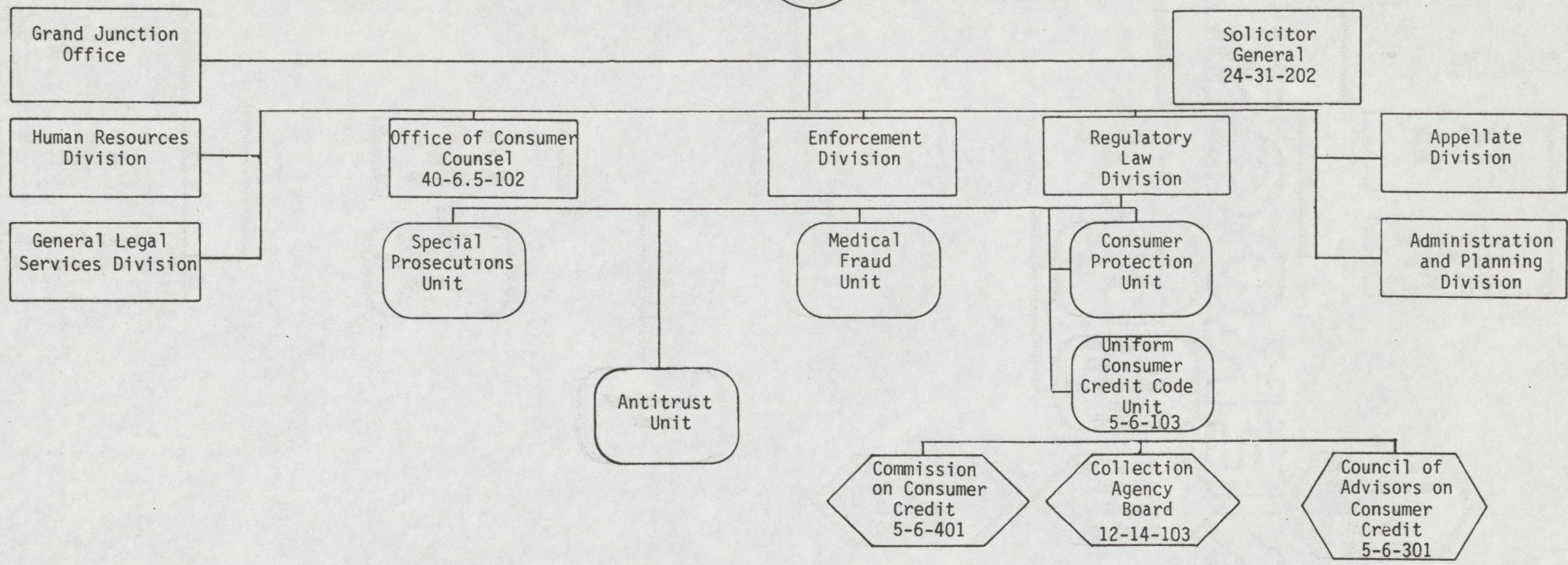
Adjudication and Rule-Making

The Industrial Commission is a three-member quasi-judicial (hearing) and quasi-legislative (rule-making) administrative body within the department. Commissioners are appointed by the Governor for six-year terms. Not more than one member



DEPARTMENT OF LAW

Attorney General
24-31-101



DEPARTMENT OF LAW

THE EXECUTIVE DIRECTOR OF THE DEPARTMENT OF LAW, THE STATE'S ATTORNEY GENERAL, IS LEGAL COUNSEL AND ADVISOR TO ALL AGENCIES OF STATE GOVERNMENT, INCLUDING THE GENERAL ASSEMBLY AND THE JUDICIAL BRANCH.

The Attorney General, an elected official, heads a department with a budget of \$10.5 million and employs 221 people. All state agencies may receive legal services from the Department of Law in accordance with the specific budget of that 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. The employees of the statutorily established Division of State Solicitor General are presently spread throughout the various sections of the department. Assistant attorneys general are appointed by the Attorney General and are not within the state personnel system.

The major functions performed by the department may be summarized as follows.

Office of Consumer Counsel

The office which was created July 1, 1984, is directed by statute to represent the public interest and the specific interests of residential, agricultural and small business consumers by appearing in proceedings before the Public Utilities Commission in matters involving proposed changes in public utility rates and charges, rule making, provision of services, certificates of public convenience and necessity, and other similar matters involving electric, gas and telephone utilities. The head of the office is appointed by the attorney general.

Enforcement

The Enforcement Section contains several law enforcement functions: state and federal antitrust law enforcement; Colorado Consumer Protection Act enforcement; medicaid fraud; special prosecutions (providing legal services and advice to the Colorado Organized Crime Strike Force and the Division of Securities); and Uniform Consumer Credit Code enforcement. The functions were established out of recognition of the fact that local law enforcement was unable to commit the staff and resources necessary to detect, investigate and prosecute complex crime in the State. The section is staffed with ten litigators.

The U.C.C.C. unit also handles the licensing of collection agencies and the registration of debt collectors and solicitors as well as the institution of administrative proceedings against licensees for alleged noncompliance with the collection agency statute.

General Legal Services

The section represents state agencies and those departments headed by elected state officials in the internal administration of the agency or department. The section also reviews all state contracts for legal sufficiency and compliance with state fiscal rules and statutes, and provides written legal opinions to the state auditor and to members of the General Assembly.

Human Resources

This section provides legal services to agencies within the following human resource departments or divisions: Higher Education, Education, Social Services, Institutions, Labor and Employment, Health, Corrections, Civil Rights, Personnel, Regulatory Agencies, Military Affairs and Local Affairs.

Special Prosecution

Established by law the special prosecutions unit provides legal services and advice to the state organized crime strike force.

Appellate

The primary function of this unit is the representation of state interests in the appellate courts of the state and in the federal courts.

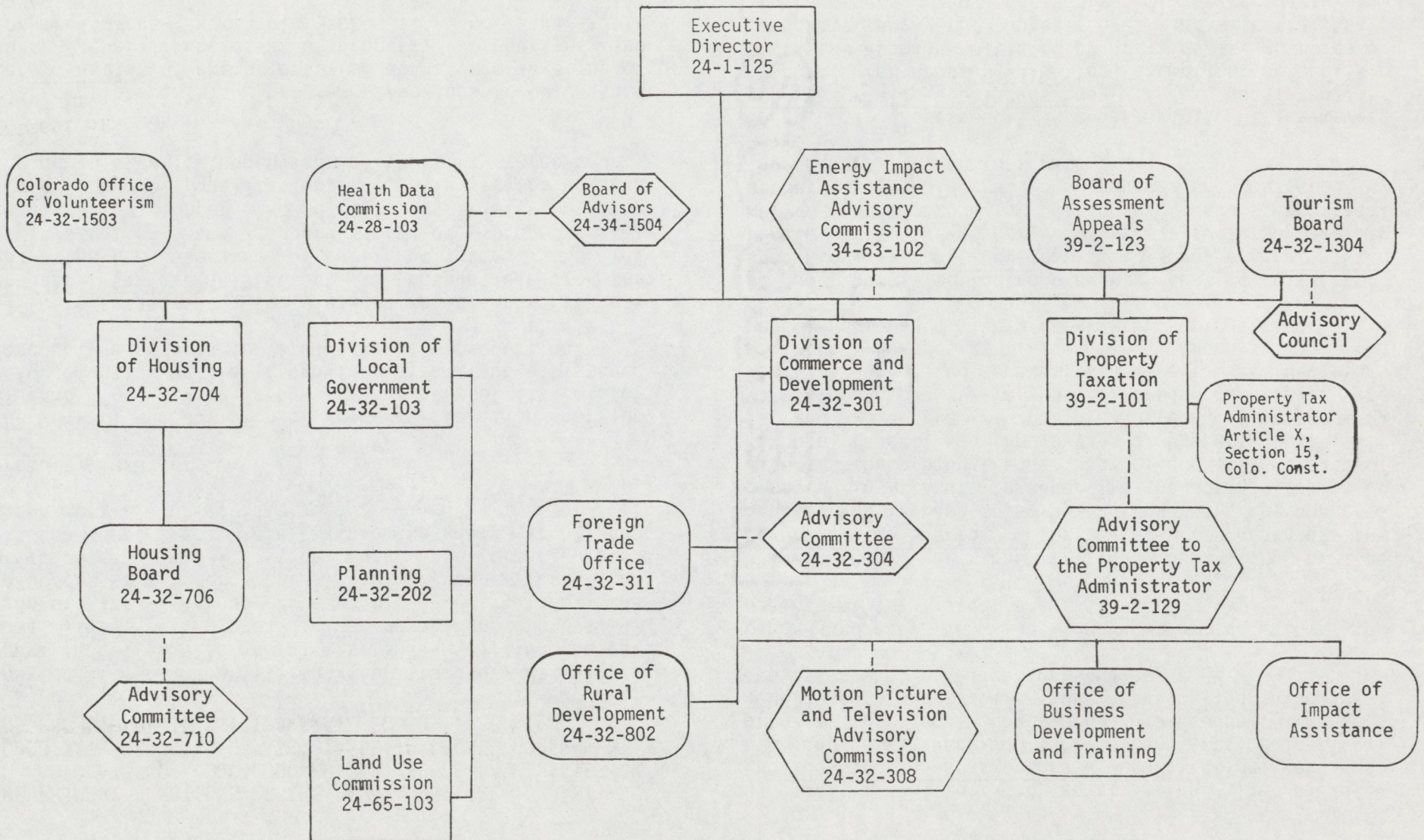
Natural Resources

The purpose of this function is to represent the various boards, commissions, and other 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.

Regulatory Law

This function provides legal services to most agencies within the Department of Regulatory Agencies and to the Department of Agriculture.

DEPARTMENT OF LOCAL AFFAIRS



DEPARTMENT OF LOCAL AFFAIRS

THE PRIMARY FUNCTIONS OF THE DEPARTMENT ARE TO ACT AN AN ADVOCATE OF LOCAL GOVERNMENT NEEDS; ADMINISTER OR COORDINATE PROGRAMS OF ASSISTANCE TO LOCAL GOVERNMENT; AND PROMOTE A DIVERSIFIED STATE ECONOMY.

The department consists of four statutory divisions. Approximately two-thirds of its \$77.4 million budget comes from cash funds. The department employs 147 people. The Colorado Bureau of Investigation, the Colorado Law Enforcement Training Academy, and the Division of Criminal Justice, which were formerly part of the department, are within the newly established Department of Public Safety.

Property Taxation

The work of the Division of Property Taxation can be divided into three programs as a part of its role of enforcement as well as a provider of aid and assistance to county assessors in valuing taxable properties.

1) 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. Under the direct supervision of the State Board of Equalization, the administrator acts as the administrative supervisor of the sixty-three county assessors.

2) 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.

3) Local assessment and equalization. The division provides four 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.

Other property tax functions performed within the department are listed below.

State Board of Equalization. Consisting of the Governor, the Speaker of the House, President of the Senate, and two appointed by the Governor, 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 is a quasi-judicial tribunal for hearing valuation, exemption, refund, and abatement appeals initiated by individuals, counties or corporate taxpayers. Appeals are filed with the board from orders and decisions of the property tax

administrator and county boards of equalization. The board conducts hearings upon complaints filed by the property tax administrator or upon petition by any tax levying authority in Colorado concerning valuations for assessment; or issues orders for compliance enforceable in the district courts when directed to a county assessor or a county board of equalization.

Commerce and Development

The Division of Commerce and Development, and its advisory committee, are 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 tourism and foreign trade programs; 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 offers technical assistance to local officials regarding the development of rural Colorado and serves 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 the

disbursement of the state Oil Shale Trust Fund, Local Government Severance Tax fund, and Local Government Mineral Impact Fund. The division serves as liaison between the state, its directly impacted subdivisions, and the industries involved in resource development. The agency has offices in Denver and Grand Junction.

Colorado Tourism Board. A seven member board was established in 1984 to plan and promote tourism in Colorado. The board is responsible for the development of advertisements, promotional material, and research; the implementation and operation of a system of welcome and visitor information centers; and aid to local promotional groups. The board disburses the funds generated by a statewide sales tax on tourist-related activities.

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

Business Development. Also located within the division is the Office of Business Development and Training which assists the state's business community. This section operated five programs out of its offices in Pueblo and Denver: Main Street Revitalization, Small Business Assistance, Assistance to New and Expanding Industries, Colorado Foreign Trade Office and Community Development Block Grants for Economic Development. Advice is given in small business financing; organizing communities for economic development; promoting and financing economic development; marketing Colorado products overseas; and downtown redevelopment methods.

Local Government

The Division of Local Government provides a variety of financial and technical assistance services to counties, municipalities, and special districts. Services are available in the areas 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 Local Government allocates proceeds of the state lottery to the Conservation Trust Fund for participating eligible local governments on the basis of their documented populations as well as their mandated share as established by statute.

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 establish and maintain local and regional planning processes (e.g., land use and housing). This includes administration of Housing and Urban Development (HUD) and 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.

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 for its use. 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 House Bill 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.

Although established by statute as an agency within the Office of the Governor, the commission is now housed in the Department of Local Affairs.

Housing

The Division of Housing is assigned the following responsibilities: 1) to encourage private enterprise and public and private agencies engaged in planning, construction, and acquisition of housing or the rehabilitation or weatherization of existing housing by providing research, advisory and liaison services, and

rehabilitation, construction acquisition, and weatherization grants; 2) to administer uniform construction and maintenance standards adopted by the State Housing Board, and conduct research on new approaches to housing, including factory-built, manufactured housing, and programs for low-income housing throughout the state; 3) ensure the safety of occupants of camper trailers and camper coaches through the enforcement of rules and regulations established by the State Housing Board; 4) to provide technical assistance to building officials, counties and municipalities which have building codes and to develop energy efficiency, construction and renovation performance standards; 5) administer uniform safety construction standards for hotels, motels and multi-family dwellings in areas of the state with no locally-adopted codes; 6) to accept and receive grants and services from the federal government and other sources and to process such grants and services for other public and private non-profit agencies and corporations; and 7) to administer loans to local housing authorities and public and private non-profit corporations through a revolving fund for the development and redevelopment costs incurred prior to completion or occupancy of low-or moderate-income housing or for the rehabilitation of such housing.

Health Data

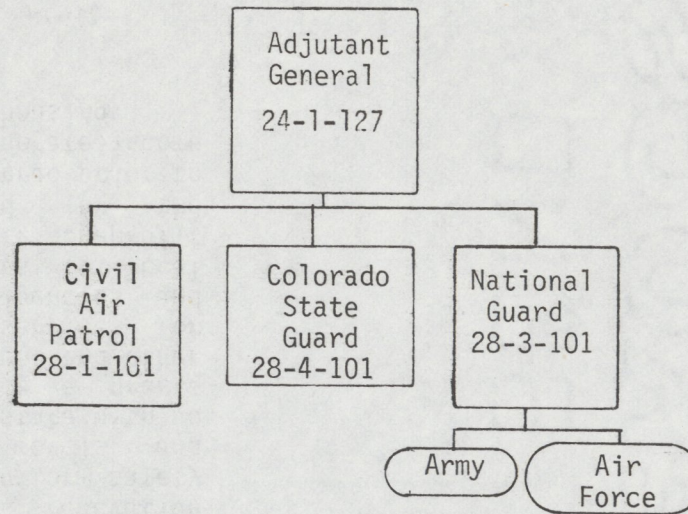
A seven member commission was created in 1985 to act as a statewide health data clearing house for the acquisition and dissemination of data from health care providers, the state medicaid program, third-party payers, and other appropriate sources. The purpose of

collecting and disseminating data is to encourage competition and informed decisions by users in the health care industry.

Volunteerism

The Colorado Office of Volunteerism provides information about programs, activities, and resources of value to the state's volunteer community, and in general promotes volunteerism. The office is assisted by a board of advisors.

DEPARTMENT OF MILITARY AFFAIRS



DEPARTMENT OF MILITARY AFFAIRS

THE DEPARTMENT PROVIDES INTERNAL SECURITY AND RESPONSE TO EMERGENCIES FOR THE STATE.

The Department of Military Affairs consists of three divisions: the National Guard, the Civil Air Patrol, and the Colorado State Guard. The department, headed by the state adjutant general, employs 56 people and has a \$2.6 million budget.

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. In addition to being the executive director of the Department of Military Affairs, the adjutant general is responsible for military encampments in the state.

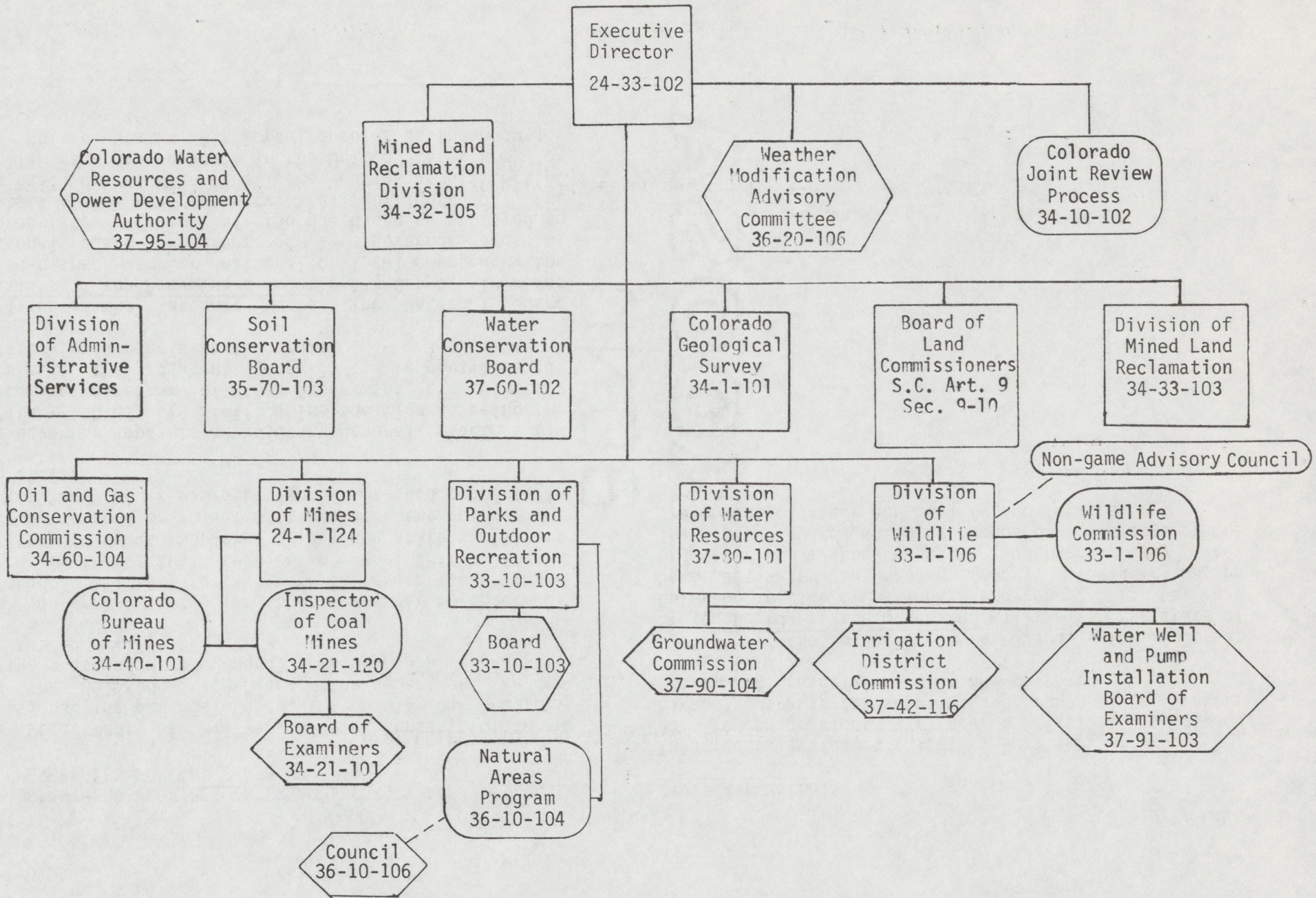
Division of the National Guard. The National Guard consists of the Army Guard and the Air Guard. In cases of declared war or national or local emergency, the national guard on order of the Governor and of appropriate officers of the guard can be employed to protect life and property. All officers of 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.

Civil Air Patrol

This federally funded voluntary auxiliary of the U.S. Air Force provides air search missions for downed aircraft, transports supplies and personnel to disaster areas, and trains members of the patrol.

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 has not been activated in modern memory. The guard may be organized and maintained by the Governor at any time. The state guard would be composed of citizens of the state who volunteer and qualify for service.

DEPARTMENT OF NATURAL RESOURCES



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 AS WELL AS PRESERVATION OF COLORADO'S NATURAL RESOURCES (LAND, WATER, AND WILDLIFE) TO THE BENEFIT OF ALL THE STATE'S CITIZENS.

The Department of Natural Resources was created in 1968 when a number of separate state departments, divisions, offices, boards, and commissions in the natural resources area were combined. Its current payroll includes 1,238 employees. The department's budget exceeds \$62 million. The primary source of funding comes from fees and cash sources other than the state general fund. The wildlife and recreation functions of the department have been the largest recipients of cash and federal funds.

Principle Functions

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

Administrative operations. This function includes departmental management, coordination, and planning, budget preparation, and departmental planning responsibilities. In addition, the executive director's office coordinates the implementation of the Colorado Natural Areas Act. The Colorado Joint Review Process and the Weather Modification program are also in the executive director's office. The purpose of this function is to coordinate issuance of licenses and permits required of developers of natural resources by units of government. The states's weather modification activities and the functions of the Division of Mines

are also housed in the executive director's office.

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 the public trust lands in the state. These lands include approximately three million surface acres and four million acres of mineral rights. The intent of the programs of the three member board is to promote the highest and best use of state land and also obtain the maximum return in income for the trust fund. To this end, the board sells and leases land, grants rights-of-way, manages timber, and collects royalties and rents.

The Soil Conservation Board is composed of nine members, one appointed by the Governor, and the remaining eight elected by the residents of regions of the state. In administering the Soil Conservation Act, the board is concerned with two functional responsibilities: 1) supervision and coordination of the functions and programs of the eighty local soil conservation districts throughout the state; and 2) watershed planning and improvement including underground storage, flood prevention, and conservation projects. Thus, the board's broad responsibility is to provide a program which will conserve both agricultural land and underground water resources by controlling soil, wind, and water erosion and reducing flood damage.

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.

The intent of the Mined Land Reclamation Board program is to require those engaged in mining to operate in an environmentally sound manner and to reclaim land so that it may be put to beneficial use. In addition all applications for mining permits are reviewed to insure that they are in accordance with the Mined Land Reclamation Act.

The program of the Division of Mines is directed toward: 1) identifying areas in the mining process where safe work practices are not being utilized or the law on safety and health is not being followed; 2) training miners in health and safety practices, first-aid and mine resource procedures; and 3) maintaining mining, health and accident records. The division is housed in the executive director's office.

The Oil and Gas Conservation Commission administers a program to secure the maximum amount of oil and gas from underground reservoirs, prevent wasteful practices in production, protect the correlative rights of owners in a common pool and utilization of oil and gas and geothermal resources, and to protect the public safety and health and environment from pollution.

The 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 on the dangers of geologic hazards and methods of control or mitigation of danger. In addition, the division provides unbiased evaluation of

mineral requirements at the state and national level; and offers 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 conservation of the state's waters in order to secure the greatest utilization of water and 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.

The basic program of the State Engineer's Office (also known as the Division of Water Resources) is to administer the distribution of the state's surface and underground water supplies in conformance with the Colorado Constitution (Article XVI), legislation, and court decrees under the doctrine of prior appropriation.

The division implements programs concerning dam safety and land use; compiles and maintains records involving the occurrence of water supplies, stream diversions, decreed rights, and granting of well permits; supervises water well drilling and pump installations; and maximizes the beneficial use of all the waters of the state. Also, the division together with the Water Conservation Board 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 outdoor recreation functions of the department are carried out through the Division of Wildlife and the Division of Parks and Outdoor Recreation.

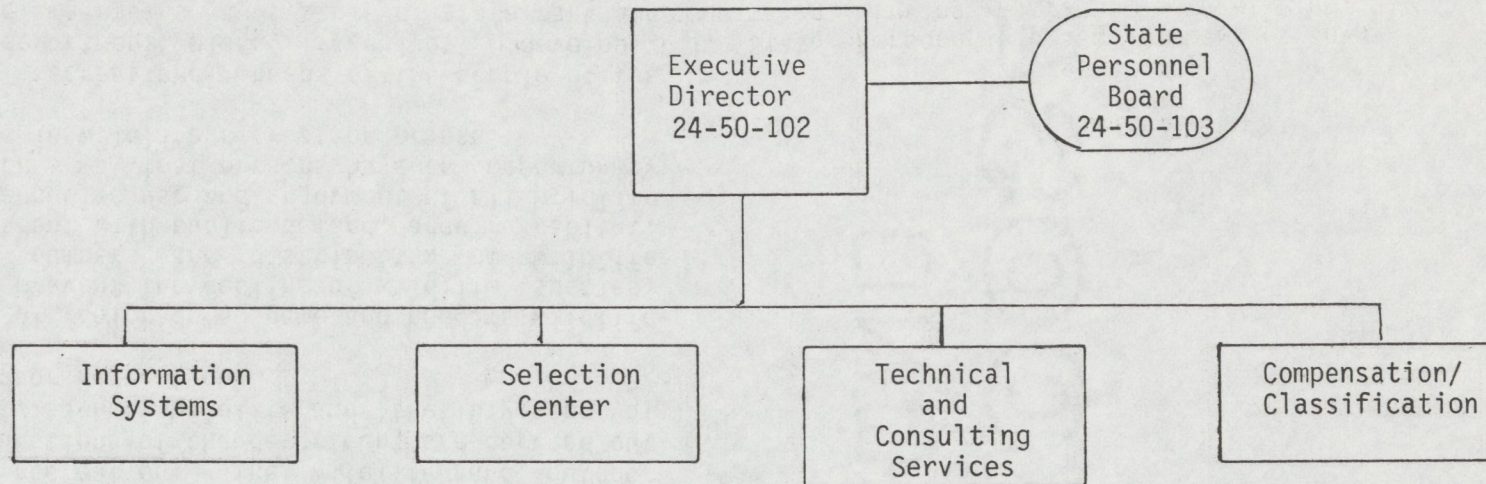
The purpose of Colorado's game and nongame wildlife program is to prevent the decline of wildlife species, maintain the numbers and distribution of wildlife species consistent with public demand, acquire habitat, and facilitate public use and enjoyment of all wildlife species in such a way that persons have an opportunity to participate in 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 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 registration and licensing of all boats, and snowmobiles.

The department through its Division of Parks and Outdoor Recreation also plans, develops, and implements a peace officer training program. In addition, the board of parks and outdoor recreation is charged by statute with the licensure of river outfitters to ensure the safety of activities associated with river running.

DEPARTMENT OF PERSONNEL



DEPARTMENT OF PERSONNEL

THE DEPARTMENT ADMINISTERS THE STATE PERSONNEL SYSTEM IN ADDITION TO ESTABLISHING AND ENFORCING STANDARDS FOR THE SYSTEM.

Of the 60,000 people working full or part-time for Colorado state government, approximately 30,000 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 which were given voter approval at the general election of 1970 and implemented through legislative enactment. Prior to 1970 the language of the constitution relating to the state civil service system had remained virtually unchanged since its initial adoption in 1918.

Provisions of the Constitution

The 1970 amendment to the constitution separated the quasi-judicial functions from the policy-making and administrative functions of a state personnel system, giving the former to a five member State Personnel Board and the latter functions to the State Personnel Director. 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, employees in the offices of Governor and Lieutenant Governor, appointees to fill vacancies in elective offices, one deputy each for the Secretary of State and the State Treasurer, the Attorney General, the

Insurance Commissioner, faculty members of educational institutions, students and inmates in and employed at state educational and other institutions, assistant attorneys general, and members, officers, and employees of the legislative and judicial departments.

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

Statutory Duties

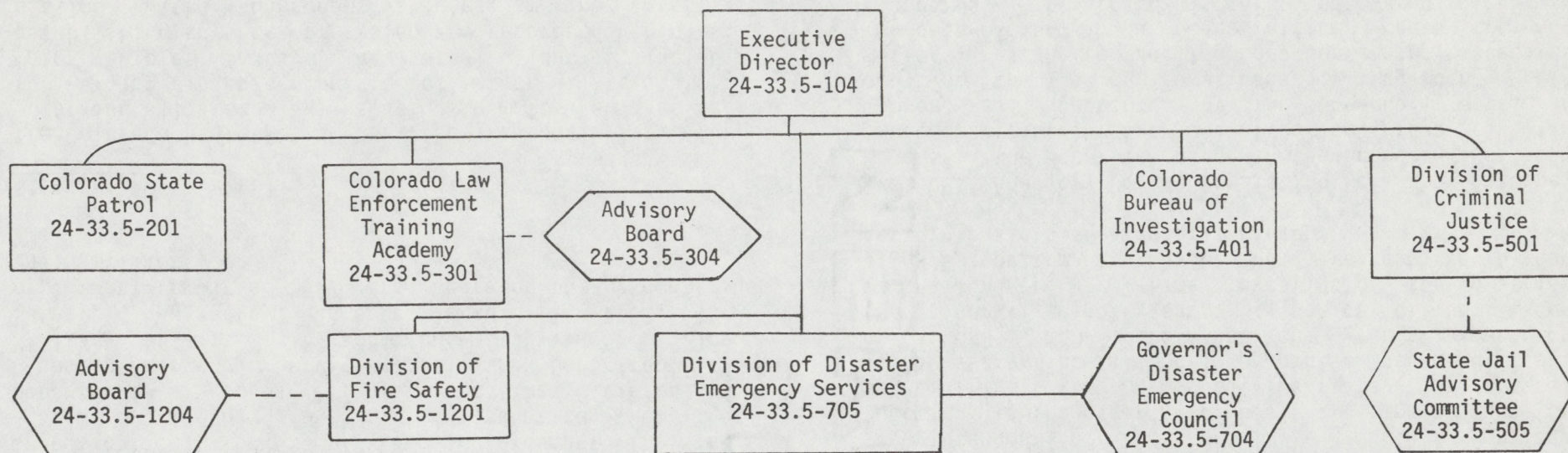
The statutory duties for the operation of the state's personnel system are divided between the State Personnel Board and the State Personnel Director. A revision of many of the major duties was accomplished in 1984.

Personnel Board. The board is charged in general with the provision of fair and timely resolution of cases before it; the establishment of probationary employment periods; the setting of standards of performance and conduct; recommendations 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; the hearing of employee appeals on disciplinary actions taken by appointing authorities; and regulation of requests for postponements of state employee retirement. The board is authorized to hire its own hearing officers.

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 pay plans for state personnel and assignment of personnel classes to positions in the pay plans; conduct of an annual salary and fringe benefits survey and submission of the results of the survey to the Governor and 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, 83 people work in four administratively created agencies within the Department of Personnel. The department's budget is over \$3.1 million.

DEPARTMENT OF PUBLIC SAFETY



DEPARTMENT OF PUBLIC SAFETY

THE DEPARTMENT ADDRESSES THE MAINTENANCE OF PUBLIC SAFETY BY PROVIDING TECHNICAL ASSISTANCE ON LAW ENFORCEMENT MATTERS TO STATE AND LOCAL GOVERNMENTAL AGENICES, ENFORCING STATE LAWS RELATING TO PUBLIC SAFETY, AND FOCUSING ON PREPAREDNESS, RESPONSE AND RECOVERY FOR NATURAL AND MAN-MADE DISASTERS.

The department became operational on July 1, 1984. It was created in an effort to bring public safety agencies previously housed in three executive departments together under a single administrative entity. This objective was achieved by moving into the new department the Colorado State Patrol from the Department of Highways, the Colorado Bureau of Investigation, Colorado Law Enforcement Training Academy and the Division of Criminal Justice from the Department of Local Affairs, and the Division of Disaster Emergency Services from the Department of Military Affairs. In addition, a Division of Fire Safety, a new agency, was established. In 1985, the department employed 887 and operated on a budget of \$42.5 million.

State Highway Patrol

The Colorado State Patrol has the responsibility for enforcing all state laws relating to motor vehicles and for aiding in enforcing the collection of the state's motor vehicles taxes. The patrol's duties include 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 patrol employs 725 people. It is primarily funded by the Highway Users Tax Fund.

Law Enforcement Training Academy

As a division within the Department of Public Safety, the academy is under the control and supervision of the Chief of the State Patrol, who is designated as superintendent of the facility. CLETA's primary function is the offering of basic training courses for peace officers from throughout the state. This program is necessary since all newly appointed peace officers or those with less than one year's experience (undersheriff, deputy sheriff, police officer, town marshal, or full-time investigator for district attorneys or the Attorney General) are required to meet certain basic standards of training.

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, acts, in addition to its advisory capacity regarding CLETA matters, as the controlling body concerning procedures for determining if a peace officer meets training standards. The board is also empowered to certify qualified peace officers and withhold or revoke certification.

Bureau of Investigation

The Colorado Bureau of Investigation (CBI) maintains a statewide criminal identification system which includes the automated processing of fingerprint cards submitted by local law enforcement agencies and state agencies; maintaining central identification files; and responding to teletype, letter, and telephone requests for informational assistance from law enforcement agencies nationwide.

The CBI is also responsible for administering 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 Colorado organized crime strike force is established under the CBI. The major responsibilities of the office include: 1) coordinating a statewide organized crime intelligence network; 2) providing a code of ethics for personnel assigned to the organized crime strike force; and 3) preparing an annual report for the executive director of the CBI for presentation to the General Assembly describing the organized crime strike force activities and recommending measures to combat organized crime.

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.

The bureau has offices and laboratories in Denver, Pueblo and Montrose.

Criminal Justice

The Division of Criminal Justice is the agency charged with implementation of the federal Crime Control Act of 1973, and administration of federal Law Enforcement Assistance Administration (LEAA) funds allocated to Colorado. The division is not itself a law enforcement agency. Instead, 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 federal 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.

Legislation passed in 1985 established the Colorado Criminal Justice Commission. The commission is required to develop sentencing guidelines.

A seven-member State Jail Advisory Committee has been established by statute to review and comment upon plans submitted for the construction or expansion of jails.

Disaster Emergency Services

The Division of Disaster Emergency Services is charged with the preparation and maintenance of a state disaster plan to reduce the vulnerability of the people of Colorado to 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 subdivisions 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.

Nineteen of the division's 25 employees are engaged in activities that are federally funded.

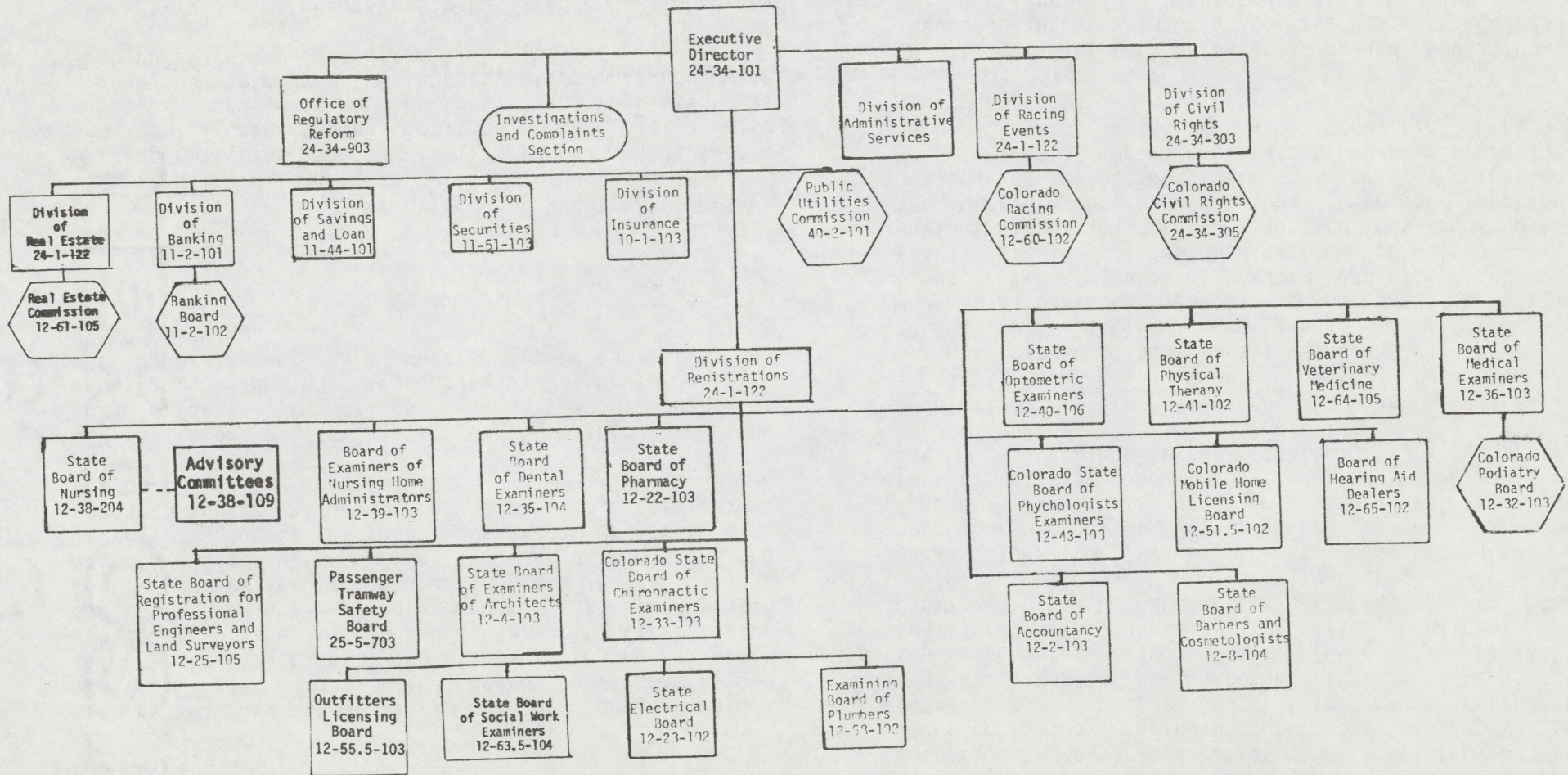
Governor's disaster emergency council. The council consists of the state's Attorney General and the executive directors of the departments of administration, highways, public safety, and natural resources. The council meets at the call of the Governor to advise him and the director of the Division of Disaster Emergency Services on matters pertaining to the declaration of disasters and disaster response and recovery activities.

Fire Safety

The Division of Fire Safety has broad statutory authority, which includes assistance to local governments, provision of advice on fire safety to the Governor and the General Assembly, and research and training. In addition to these functions, the division manages the Voluntary Fire Fighter Certification Program previously included in the Division of Local Government, Department of Local Affairs.

A five-member advisory board to the division director is established for the purpose of establishing a training program, and setting uniform minimum standards for training and instructors, to see that standards are met and to certify firefighters.

DEPARTMENT OF REGULATORY AGENCIES



DEPARTMENT OF REGULATORY AGENCIES

THE DEPARTMENT OF REGULATORY AGENCIES IS CHARGED WITH THE REGULATION OF OCCUPATIONS, PROFESSIONS, AND CERTAIN COMPANIES.

The department employs 447 people and operates with a \$20.7 million budget. The boards and commissions within the department are subject to repeal under provisions of the state's sunset law. The first review cycle for a newly created agency is six years; succeeding review cycles are ten years in length. The executive director's office is responsible for the overall management of the department. The office also conducts sunset evaluations of divisions, commissions and boards in the department.

The Division of Administrative Services acts as the administrative arm of the executive director by providing budgeting, accounting, personnel, payroll, records management, data processing, and facilities and space planning.

Principal Functions

Business assistance. The Office of Regulatory Reform was established in 1981 to assist businesses in dealing with permits and license requirements of state, local, and federal governmental entities. The office also reviews proposed state agency rules and regulations as a means of minimizing the burden of compliance with such rules on the part of small businesses.

The Division of Registrations is an umbrella agency where expenditure, receipt, budgetary and personnel accounts and records are maintained for the 21 boards

of registration within the division. Fees charged by the boards fund the operations of the division. Members for the various boards 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 the boards are to review applicants for examination and administer examinations to those qualified; license or certify those who pass examinations, or issue licenses by endorsement or through reciprocity; issue annual renewal licenses; inspect individuals or firms, and investigate legal infractions; and conduct hearings for violations and cause legal actions to be initiated.

Regulation of insurance and financial institutions. The Division of Banking regulates the state's banking industry including the charter of new banks, rule making, semi-annual examination of industrial banks, and annual examinations of commercial banks, credit unions, trust companies, and debt adjusters. The commissioner charters or licenses the various types of financial institutions and regulates the incorporation, organization, corporate functions, mergers, consolidations, sales of assets, liquidations, dissolutions, and reorganization procedures of corporations operating as banks, industrial banks or trust companies.

In its primary task of supervising and regulating the insurance industry in Colorado, the basic objectives of the Division of Insurance 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 that 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, fraternal benefit societies, cemeteries, and self-insurance pools for Colorado school districts.

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

The Division of Securities 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.

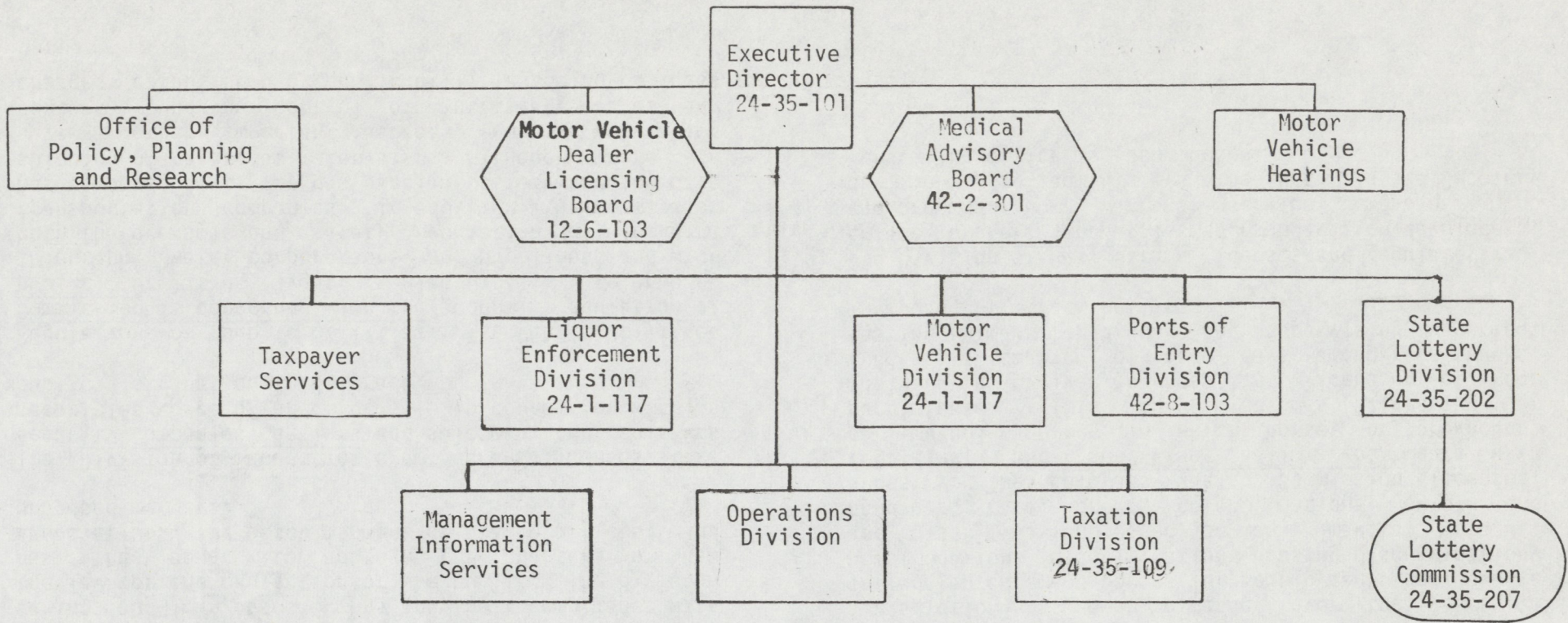
Regulation of public utilities. The Public Utilities Commission is concerned with the economic regulation of public utilities (gas, electrical, telephone, telegraph, water corporations, and pipelines) and with both the economic and safety regulation of for-hire transportation companies. In addition, the commission has responsibility for gas pipeline safety and the safe shipping of hazardous materials. 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 Public Utilities Commission is organized into two basic sections: motor carriers and utilities. There are three PUC commissioners. They are appointed by the Governor for overlapping six-year terms.

Other business or business-related activities. 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, marital status, handicap, race, creed, color, national origin and ancestry. The Colorado Racing Commission licenses, regulates, and supervises all race meets with pari-mutuel wagering in which horses or greyhounds participate. This duty includes licensing of individuals involved in races and licensing of race tracks, allocation of race days among race tracks, testing animals for drugs, and supervising wagering, including off-track betting.

The Division of Real Estate licenses and regulates real estate brokers and salesmen, subdivision developers, and preowned home warranty service companies. The division also administers the Real Estate Recovery Fund. The office is cash funded.

DEPARTMENT OF REVENUE



DEPARTMENT OF REVENUE

THE DEPARTMENT OF REVENUE PROVIDES A SINGLE UNIFIED TAX COLLECTION AND ENFORCEMENT SYSTEM FOR THE STATE. AS A PART OF ITS RESPONSIBILITY, THE DEPARTMENT RECEIVES FEES AND ASSESSMENTS AND ISSUES LICENSES AND PERMITS.

The department also enforces alcoholic beverage laws, operates the state's lottery, and administers and enforces motor vehicle laws for driver licensing, motor vehicle inspection, and driver improvement. Nearly 1,560 state employees work for the Department of Revenue. 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 \$66.7 million.

Principal Functions

Operations and management information services. These entities handle administrative processing for the recording of all documents and transactions under the jurisdiction of the department. This includes responsibility for taxes, fees, licenses, motor vehicle registrations and related motor vehicle documents. These sections also check the accuracy of taxpayer information and computations on documents; deposit and account to the State Treasurer for all monies received; receive, open and distribute all mail; maintain the department's central tax files; and in general maintain the central processing function for all agencies and activities of the department.

Taxation. The Taxation Division is responsible for the

enforcement of the state's tax laws including the auditing of tax accounts, collecting taxes, enforcing the collection of taxes, and assessing unpaid taxes. The Taxpayer Services Division provides assistance to business and individual taxpayers and ensures that tax forms are filled out correctly. In addition, the division administers the sales, use, withholding, gross ton mile, motor fuel, and special fuel taxes, and issues related licenses and bonds.

Motor vehicles. The Motor Vehicle Division administers the state's motor vehicle laws: 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. In performing these functions the division maintains 43 full-time and 39 part-time offices throughout the state.

A Distributive Data Processing Program was initiated in 1983 to develop a statewide data processing system for use by the counties and the state in handling motor vehicle registrations and titles.

The Ports of Entry Division performs a number of control, enforcement, collection, and inspection functions: enforces and collects ton mile taxes and passenger mile taxes on all vehicles with an empty weight exceeding 6,500 pounds; assists in the collection of distraint warrants issued by the state for various types of taxes due by the trucking industry; assists the Public Utilities Commission in the enforcement of commission permits used by commercial haulers; assists the Department of Highways

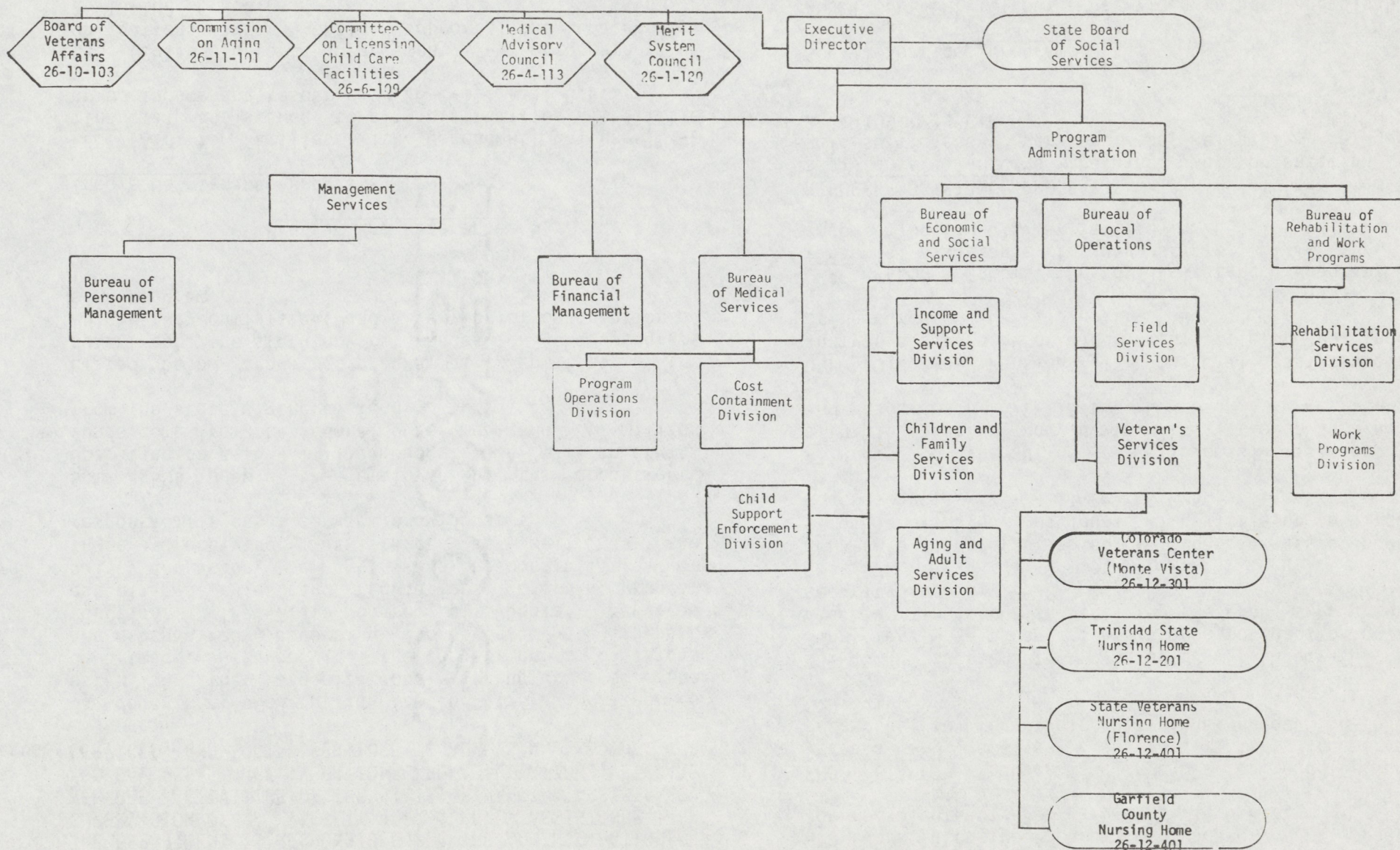
in the enforcement and control of gross and axle weights, and size of vehicles operating on the highways; assists the Department of Agriculture in the control, enforcement and issuance of farm products handler licenses; verifies health inspections for livestock; and the division inspects or verifies the certification of factory-built housing units entering the state.

The division operates 11 ports of entry throughout the state.

Liquor enforcement. The collection of all excise taxes on alcoholic beverages manufactured in or transported into this state is the primary responsibility of the Liquor Enforcement Division. In addition, the division licenses all liquor and 3.2 beer establishments, distributors, and importers.

State lottery. Established in 1982, the State Lottery 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. Fifty percent of the funds generated from the lottery are used for capital construction projects, ten percent goes to the Division of Parks and Outdoor Recreation, and forty percent is allocated to the Conservation Trust Fund from which funds are distributed to counties and municipalities for recreation, park and open space purposes.

DEPARTMENT OF SOCIAL SERVICES



DEPARTMENT OF SOCIAL SERVICES

THE DEPARTMENT IS RESPONSIBLE FOR THE ADMINISTRATION OR SUPERVISION OF A VARIETY OF PUBLIC ASSISTANCE AND WELFARE ACTIVITIES OF THE STATE: FINANCIAL ASSISTANCE, MEDICAL ASSISTANCE, VOCATIONAL REHABILITATION, VETERANS SERVICES, AND SOCIAL SERVICES TO ADULTS AND YOUTHS.

The department's executive director is authorized to establish the organizational structure of the department. As a result, the department's divisions are organized according to program and support functions. The State Board of Social Services establishes rules and regulations governing program policy and scope, the rights and responsibilities of those receiving assistance as well as the responsibilities of service providers.

Some 3,586 people are employed by the department. Operating on a \$674 million budget, \$347 million of its funds come from the federal government and \$257 million from the state's general fund.

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.

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

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

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.

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

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.

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.

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.

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.

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

Social Services Programs

ADULT SELF-SUFFICIENCY -- services to aged and disabled adults not at risk of immediate nursing home placement

but in need of services, such as adult foster care or home care, to maintain self-sufficiency. 26-2-122 and 26-1-111 (2)(j), C.R.S.

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.

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, and other self-support type service for AFDC or SSI-CS recipients, handicapped children, or AFDC recipients searching for employment. 26-2-122, C.R.S.

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

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.

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

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.

Aging and Adult Services Programs

HOME HEALTH -- provides health care services to home-bound, Medicaid-eligible clients under the care of a physician through certified home health agencies. Services include skilled nursing care, home health aide services, occupational therapy, physical therapy, and speech and hearing therapy. 26-4-101, C.R.S.

HOME AND COMMUNITY BASED SERVICES -- provides long term care services to Medicaid-eligible elderly, physically disabled adults and blind adults as an alternative to nursing home placement. Services include case management, home health, homemakers, personal care, adult day care, non-medical transportation, environmental supports, and respite care. 26-4.5-101, C.R.S.

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.

SENIOR NUTRITION PROGRAMS -- 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.

SENIOR INCOME AND EMPLOYMENT SERVICES -- meets 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.

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.

Vocational Rehabilitation Programs

GENERAL REHABILITATION PROGRAM -- places physically and/or mentally handicapped individuals into employment, thus eliminating the need for them to be subsidized by public assistance programs. 26-8-101 through 26-8-106, C.R.S.

REHABILITATION TEACHER PROGRAM -- provides direct services of personal adjustment skills to adult individuals who are blind to aid toward employment and/or independent functioning. 26-8-103 and 26-8-105, C.R.S.

REHABILITATION CENTER -- provides vocational and personal adjustment evaluation and training to assist handicapped individuals in preparation for employment or achieving maximum independence. 26-8.2-101 through 26-8.2-105, C.R.S.

BUSINESS ENTERPRISE PROGRAM -- trains and places individuals who are blind into food service operations located at federal, state and private facilities, thus employing blind and/or other handicapped individuals to run the food service operations. 26-8.5-101 and 26-8.5-106, C.R.S.

WORKMEN'S COMPENSATION SERVICES -- provides vocational rehabilitation services to injured workers referred to those insurance carriers who provide Workmen's Compensation coverage. 26-8-105, 8-45-108 through 8-54-127, C.R.S.

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.

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.

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.

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

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.

Medical Assistance

LONG-TERM CARE SERVICES -- responsible for nursing home and other non-institutional long-term care including negotiating rates and monitoring admission and recertification of Medicaid recipients entering or receiving care in facilities to assure the level of care is appropriate and cost effective.

INSTITUTIONAL SERVICES -- responsible for negotiating inpatient rates, and reviewing admissions and continued hospital stays.

PHARMACY AND AMBULATORY SERVICES -- responsible for

assuring that quality outpatient health care and pharmaceutical services are being provided to eligible recipients at the least cost.

COST CONTAINMENT AND SYSTEMS MANAGEMENT -- responsible for implementing new initiatives and reducing program costs.

FISCAL AGENT MONITORING -- responsible for the operation and maintenance of the Medicaid Management Information System (automated claims system) through the use of a contractual fiscal agent and for the operation of a quality control program to verify proper payment of Medicaid claims.

APPEALS AND RECOVERY -- offers a mechanism for providers to appeal any adverse actions taken against their claims for payment. Pays Medicare premium for eligible Medicaid recipients, thus making Medicare the first payor, and identifies potential responsible third party payors.

SURVEILLANCE AND UTILIZATION REVIEW -- responsible for providing safeguards against excessive payments and unnecessary or inappropriate use of Medicaid services. It also assesses the quality of these services and provides for utilization control of all Medicaid services.

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 in those programs which have federal financial participation. Some of the programs are administered by county governments and supervised by the state department. For these programs, county governments are fiscally and programmatically 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." 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

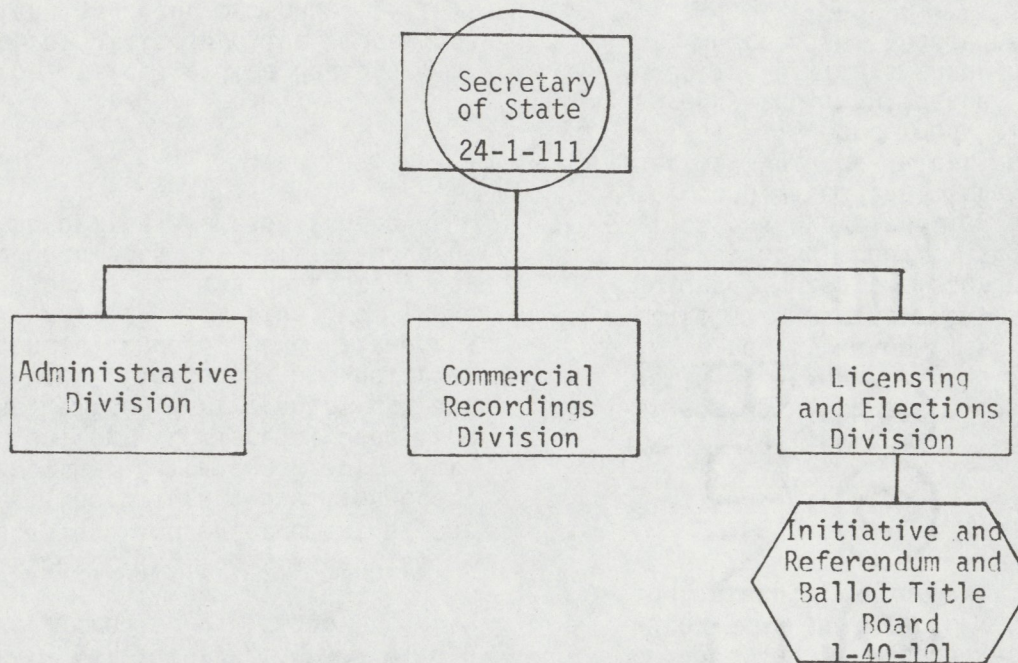
determine eligibility for the medical assistance program, all other aspects of administration and supervision rest with the state department. A fifth program, the food assistance program, is administered by most of the counties under state supervision. Three programs, vocational rehabilitation, veterans 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 programmatic 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. Counties are required to finance no more than 20 percent of the programmatic and operating costs of the county social services departments.

DEPARTMENT OF STATE



DEPARTMENT OF STATE

THE DEPARTMENT OF STATE ACCEPTS BUSINESS FILINGS, AND APPROVES BUSINESS INCORPORATIONS; PERFORMS LICENSING FUNCTIONS; ADMINISTERS ELECTION ACTIVITIES; SERVES AS A DEPOSITORY FOR RECORDS INCLUDING THOSE OF PUBLIC AGENICES AND OFFICIALS; AND ACTS AS AN AGENT IN LEGAL PROCEEDINGS.

The office of the Secretary of State is established 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, 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, the Limited Partnership Act, 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. The functions of the office are cash funded.

Administrative Division

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

Commercial Recordings Division

This division receives, audits, verifies and maintains

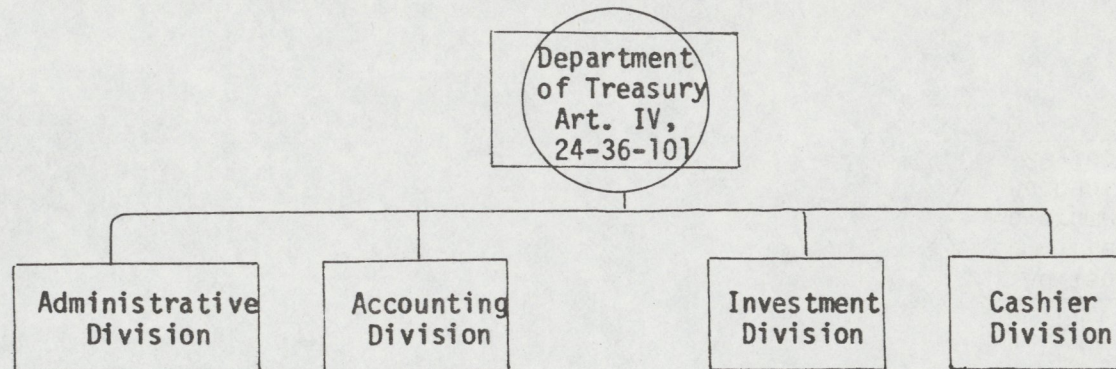
records of articles of incorporation, amendments, dissolutions, reinstatements, mergers, consolidations, and trade names. Annual report forms are sent to corporations for remittance of the annual franchise tax to the state. The division also receives filings from the state's non-profit corporations.

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. 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. It is responsible for issuing notary public commissions, and for accepting and filing changes of business addresses and names.



DEPARTMENT OF TREASURY

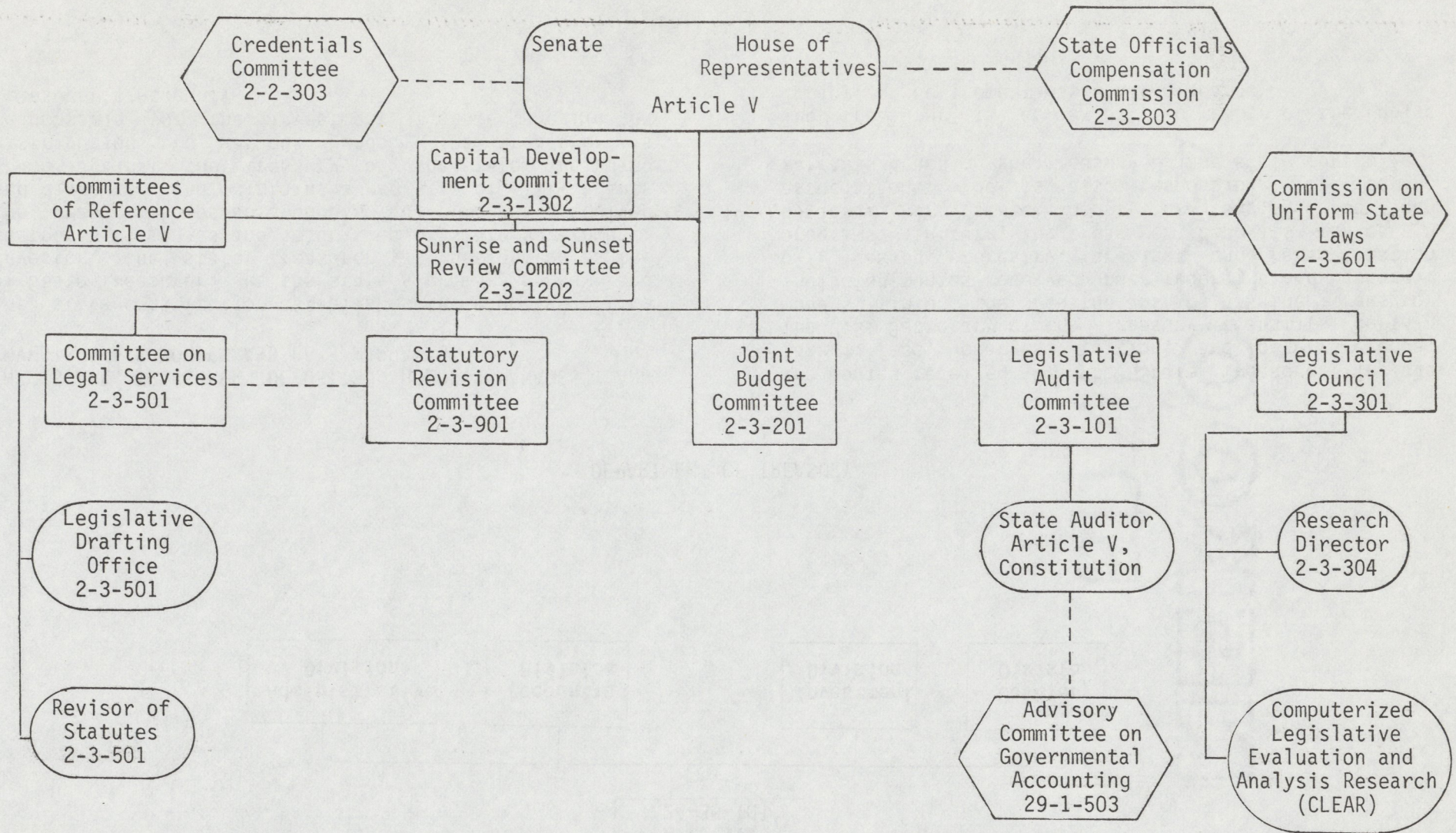
THE STATE TREASURER DEPOSITS, HOLDS, MANAGES, AND INVESTS STATE MONIES AND PAYS WARRANTS.

The state constitution establishes the elective office of State Treasurer. As the state's primary banker and investor, the state treasurer is designated as the custodian of monies and securities of state government. The treasurer keeps an account of all monies received and disbursed, and maintains 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, and lottery revenue. 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.

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

THE LEGISLATIVE BRANCH



THE LEGISLATIVE BRANCH

THE LEGISLATIVE BRANCH EXERCISES THE PUBLIC POLICY-MAKING POWER OF THE STATE.

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 and prescribe their organizational structures.

The legislative branch consists of the elected members of the General Assembly and necessary support staff. There are 100 members of the General Assembly, 35 Senators and 65 Representatives. The service agency staff are full-time, non-partisan staff, while most of the staff for the House and Senate serve only when the General Assembly is in session. A total of 300 work for the legislative branch. The operating budget is \$14.4 million.

There are several permanent statutory service agencies that assist the General Assembly. These agencies are the Legislative Council, the Legislative Drafting Office, the Joint Budget Committee, and the Office of State Auditor.

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 employees. The Legislative Council staff serves as the fact-finding and information-collecting arm of the General Assembly. The Council 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 staff assists committees of reference during the legislative session. The staff'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 provide spot research and other legislative informational services required by committees.

The Legislative Council 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 fifteen 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. The annual "Appropriations Report" by the committee is printed following the legislative session, and it expresses legislative intent.

The Legislative Drafting Office

The Legislative Drafting Office is under the direction of the Committee on Legal Services. The committee consists of ten members of the General Assembly: the chairmen of the House and Senate committees on judiciary, and two members from each party in the House of Representatives and the Senate. The committee 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 the joint rules, no bill may be introduced in either house unless first approved as to form by the drafting office. No bill can be drafted without the request of a member of the General Assembly or the Governor.

The office assists 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. Following adjournment, the office prepares a digest of bills enacted summarizing the major provisions of each bill passed during the preceding session.

The office, 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. The office assists Legislative Council committees and other interim committees. It also works closely with the Revisor of Statutes in checking enacted bills before inclusion in the Session Laws.

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. The Revisor is responsible for compiling, editing, and preparing for publication all the laws of the State of Colorado. 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 also responsible for arranging and preparing the Session Laws for publication. 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 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.

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, 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.

State Auditor and Legislative Audit Committee

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

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; conduct special audits upon the request of the Governor or the General Assembly; and perform management studies directed by the audit committee.

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.

Capital Development Committee

By action of the General Assembly in 1985, this six member committee was established to study the capital construction and controlled maintenance requests and proposals for the acquisition of capital assets of state departments, institutions and agencies. In addition the committee is directed to prioritize agency requests and to forecast the state's five and ten year requirements for capital construction, controlled maintenance and capital acquisition.

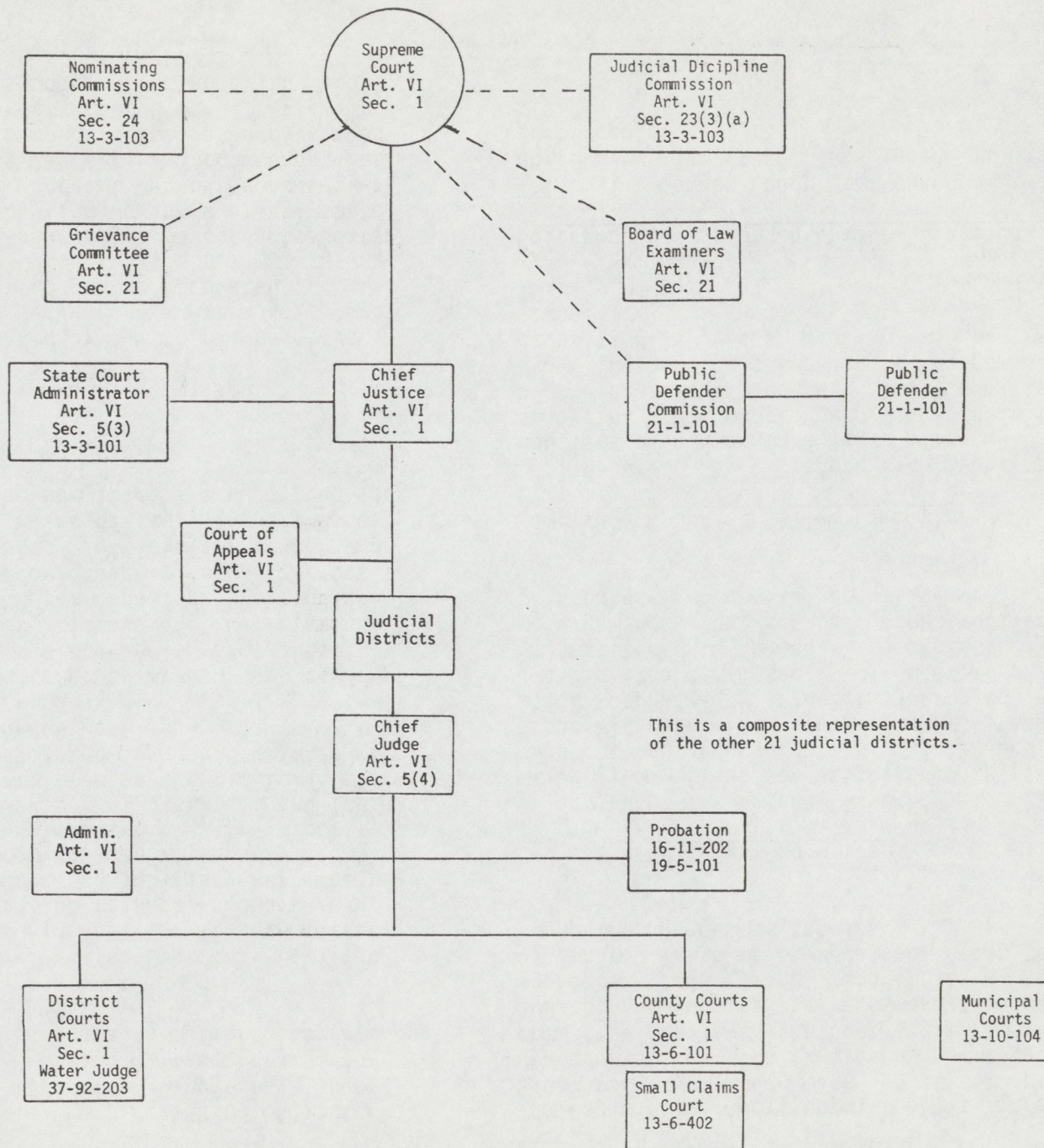
Sunrise and Sunset Review Committee

Created by statute in 1985, this committee consists of six or more legislators who are appointed according to a procedure prescribed in the joint rules of the House and Senate. The committee conducts a study of agencies scheduled to be terminated as well as occupational groups wishing to be regulated by the state.

Colorado Commission on Uniform State Laws

This six member body is charged with promoting uniformity in state laws when it is desirable and practicable.

COLORADO COURT SYSTEM



JUDICIAL BRANCH

The Colorado court system consists of the Supreme Court, an intermediate Court of Appeals, district courts, county courts, and municipal courts. A special probate court and juvenile court exist in the City and County of Denver, along with a separate superior court. The state court system employs 1,970 and operates on a budget of 83.5 million, funded almost entirely from the state's general fund. The Denver County Court and municipal courts are not funded by the state.

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. A third amendment adopted in 1982 provided for disciplinary actions against justices or judges.

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 1966 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 duties. Previously, a judge could be removed only by impeachment.

The 1982 amendment changed the name of the Judicial Qualifications Commission to the Commission on Judicial Discipline. In addition to the disciplinary measures of removal or retirement, the amendment provided for the suspension, censure, or reprimand of justices and judges. Removal or discipline of a justice or judge can be recommended for a violation of any canon of the Colorado code of judicial conduct.

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 in 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 court system.

A separate court personnel system has been 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 judicial districts.

Maintenance and other related services for the Judicial Heritage Complex have been delegated to the Court Administrator by the Department of Administration.

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 respond to questions from 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 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 go 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.

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. District courts have appellate jurisdiction over final judgements of county courts.

Judges serving on 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 the district. There are 110 district judges serving in 22 judicial districts and the specialized courts in Denver. District judges serve six-year terms. 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.

Water Courts. The Water Right Determination and Administration Act set up seven water districts in the state (according to the drainage patterns of the state's rivers) 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 within the district. 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. There are over 100 county court judges. Not all county court judges are required to be attorneys. They serve four year terms. The county court is a court of limited jurisdiction. 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. It also has concurrent original jurisdiction with the district court over misdemeanors and the issuance of warrants, conduct of preliminary hearings, and setting bail.

Legislation adopted in the 1976 session established a division of the county court designated as the small claims court. 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.

Municipal courts. There are approximately 210 municipal courts with an estimated 240 judges. Municipal court jurisdiction is limited to municipal ordinance violations. Municipal courts in home rule cities are authorized by the constitution but may also be established 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 local governing body; otherwise, the municipal judge must have at least a high school education. The municipal courts are funded and administered locally.

The Public Defender System

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 children in need of supervision proceedings and may serve as guardian ad litem in mental health cases. The function is funded by the state.

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.

The state assumed funding responsibility for probation services in 1970. Through the judicial department, Colorado has at least one full-time professional probation officer in each of the 22 judicial districts handling both juvenile and adult probationers.

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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