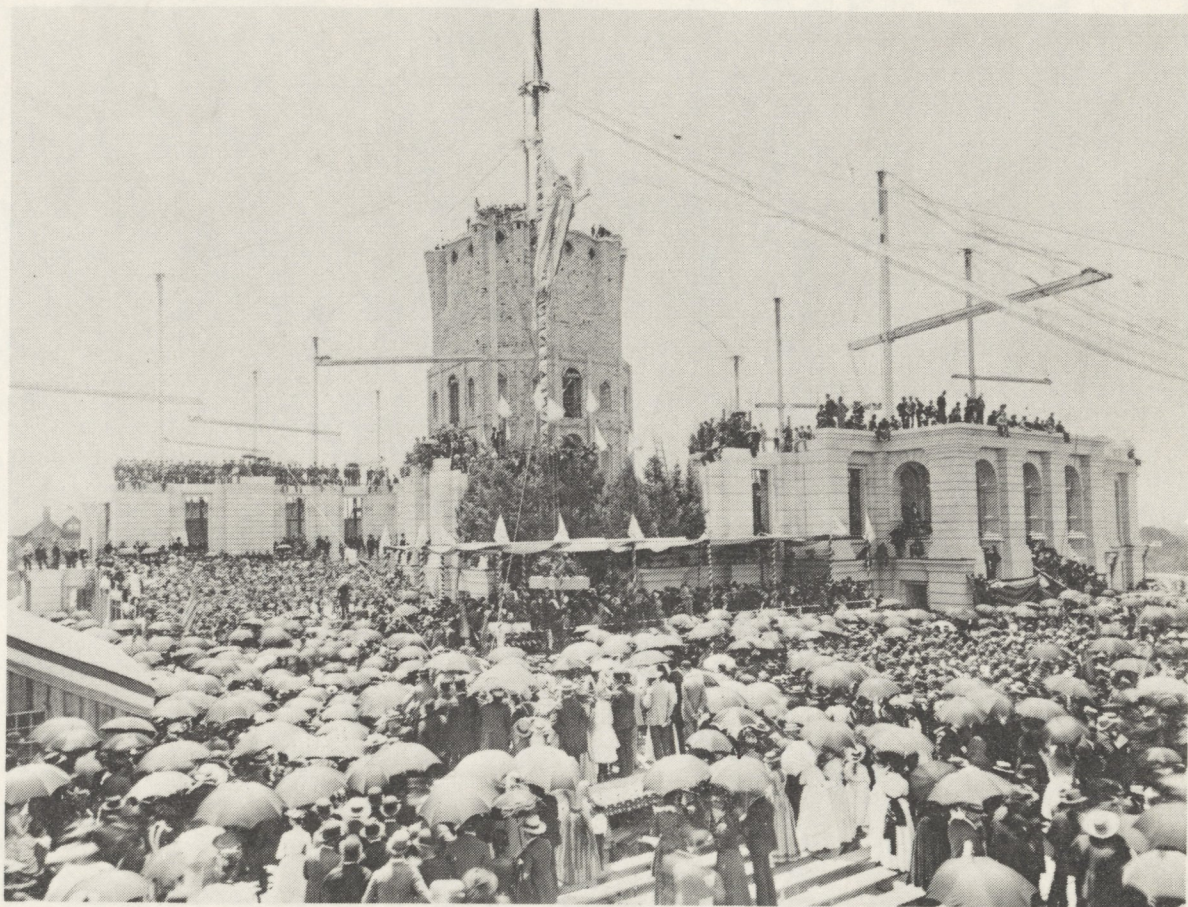


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of Colorado State Government

Colorado Legislative Council
December 1990

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

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

The directory is the responsibility of David Hite. He was assisted by Phyllis Nuss.

Charles S. Brown
Director of Research
Colorado Legislative Council

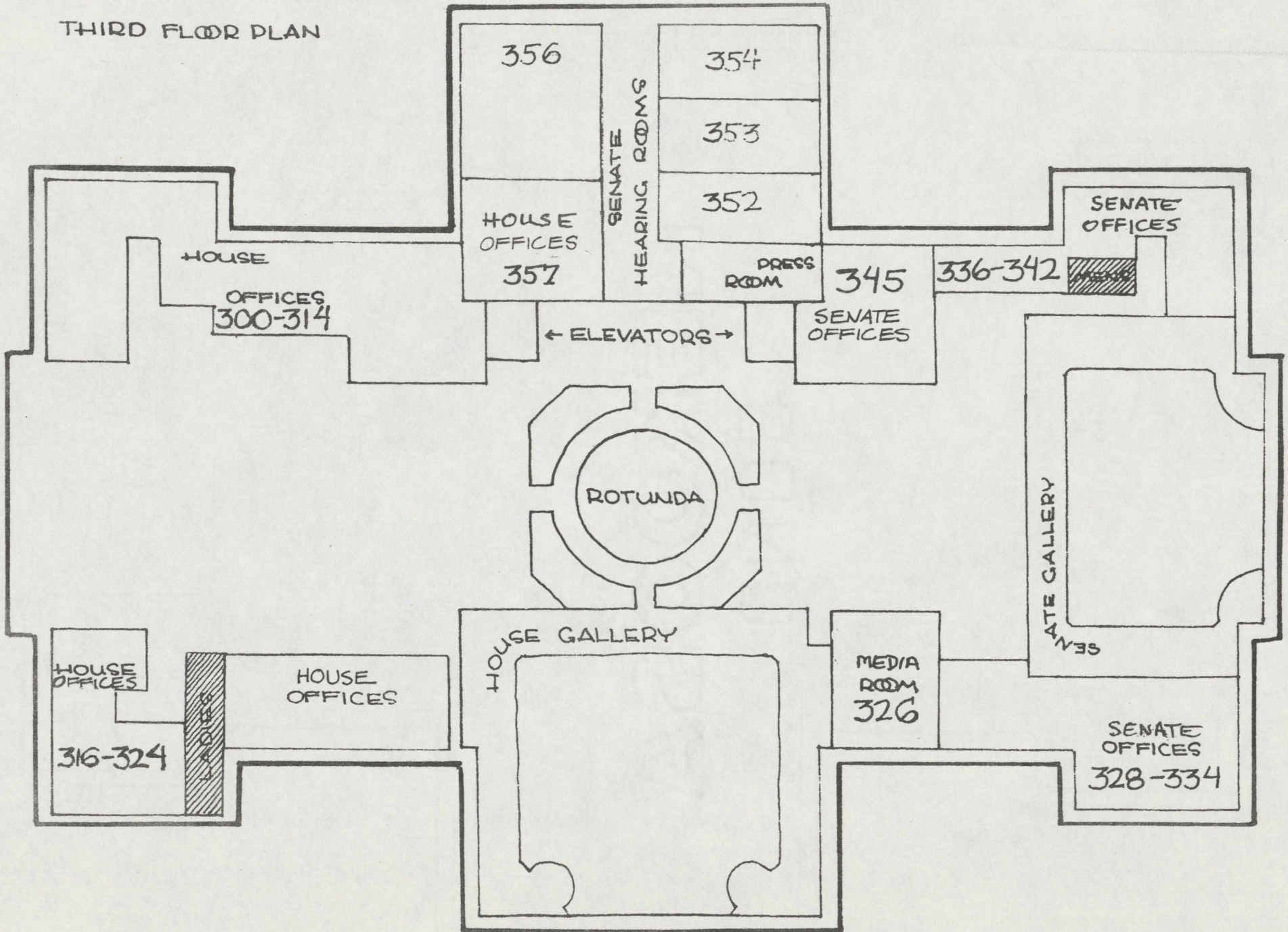
About the Cover . . . on July 4, 1890, the people of Colorado dedicated the State Capitol. The event occurred some twenty-two years after Henry C. Brown had donated land for the building and fourteen years after Colorado had become a state. Thousands of spectators stood under a hot July sun for the three and one-half hour cornerstone dedication ceremony. On August 4, 1990, Colorado commemorated the cornerstone's centennial by placing a time capsule in the ground adjacent to the cornerstone. The capsule will be opened in 2090.

Photo courtesy of the Colorado Historical Society.

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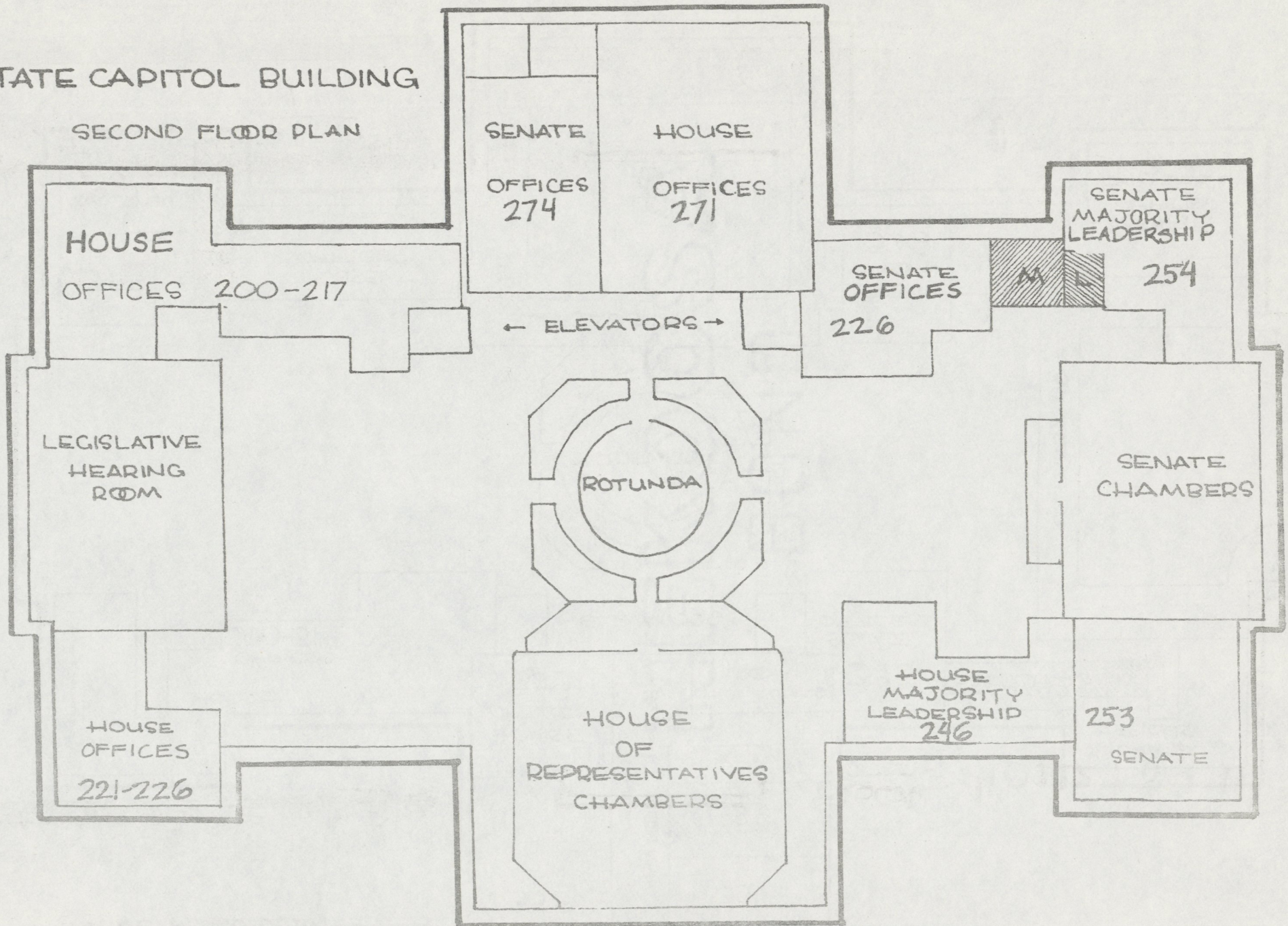
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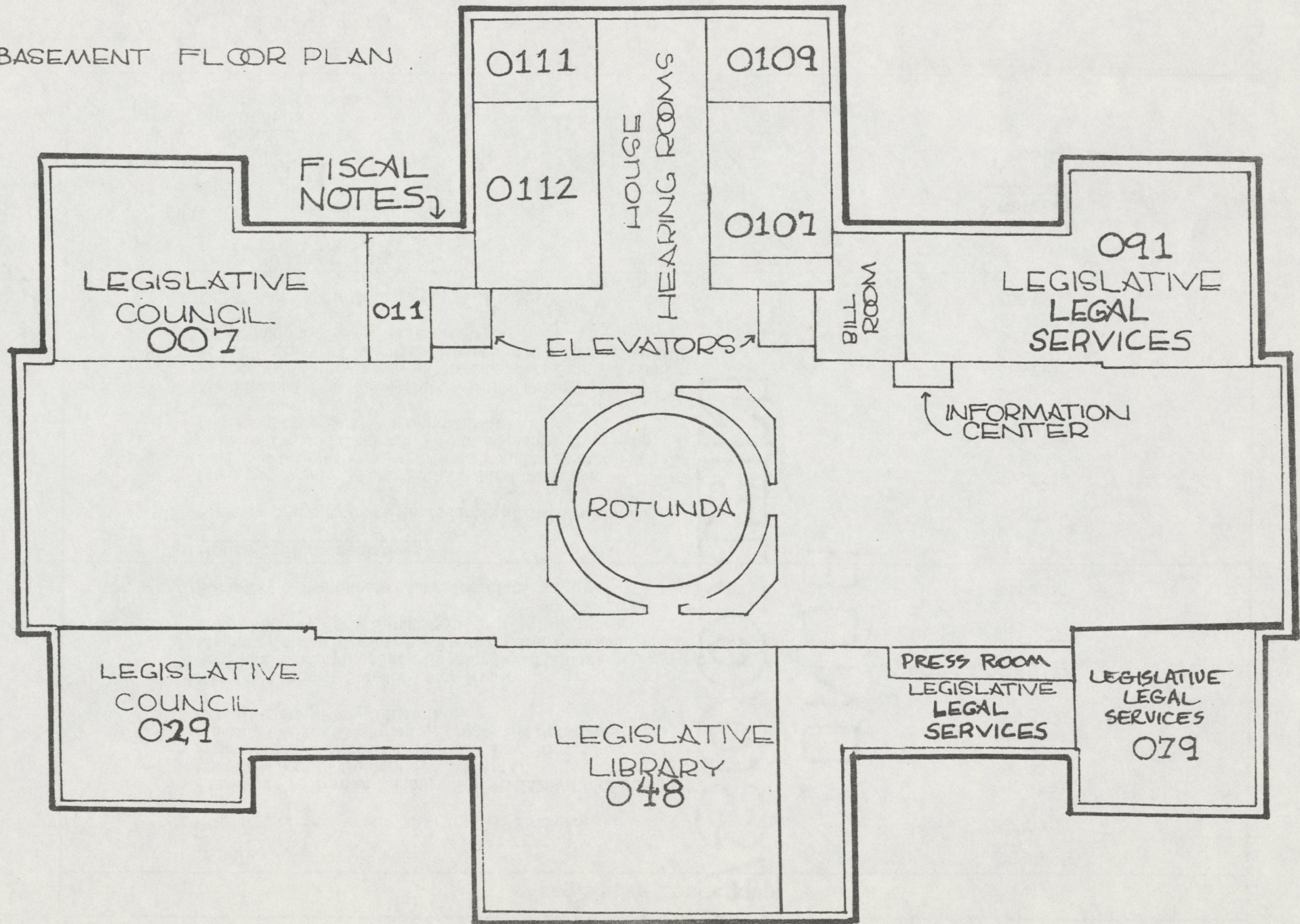


STATE CAPITOL BUILDING

SECOND FLOOR PLAN



BASEMENT FLOOR PLAN



Legislative Leadership

| <u>Senate</u> | <u>Telephone</u> |
|---|------------------|
| President of the Senate - Senator Ted Strickland | 866-3342 |
| President Pro Tem of Senate - Senator Harold McCormick | 866-4866 |
| Majority Leader - Senator Jeff Wells | 866-3341 |
| Assistant Majority Leader - Senator Ray Powers | 866-4866 |
| Majority Caucus Chairman - Senator Bill Schroeder | 866-4866 |
| Other Majority Party Senators | 866-4866 |
| Minority Leader - Senator Larry Trujillo | 866-2318 |
| Assistant Minority Leader - Senator Bob Martinez | 866-4865 |
| Minority Caucus Chairman - Senator Jana Mendez | 866-4865 |
| Other Minority Party Senators | 866-4865 |
| Secretary of the Senate - Mrs. Joan Albi | 866-2316 |
| <u>House of Representatives</u> | |
| Speaker of the House - Representative Charles Berry | 866-2346 |
| Majority Leader - Representative Scott McInnis | 866-2348 |
| Assistant Majority Leader - Representative Jeanne Faatz | 866-2346 |
| Majority Caucus Chairman - Representative John Irwin | 866-2940 |
| Other Majority Party Representatives | 866-2932 |
| Minority Leader - Representative Ruth Wright | 866-5523 |
| Assistant Minority Leader - Representative Sam Williams | 866-2916 |
| Minority Caucus Chairman - Representative Steve Ruddick | 866-2909 |
| Other Minority Party Representatives | 866-2904 |
| Chief Clerk of the House - Mrs. Lee Bahrych | 866-2903 |
| <u>Other Numbers</u> | |
| Building Maintenance | 866-HELP |
| Guard Desk on First Floor, North Entrance | 866-2605 |
| Security | 866-2260 |
| Print Shop | 866-3526 |
| Bill Room | 866-2340 |
| Information Center | 866-3055 |
| Coffee Shop | 866-2985 |
| Central Switchboard | 866-5000 |

December 1, 1990

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

| Agency | Location | Telephone |
|---|--|-------------------------------|
| Accounts and Control (Dept. of Administration) | 110 16th Street, 11th Floor Petroleum Building 80202 | 620-4190 |
| Administration, Department of (Executive Director) | 110 16th Street, 12th Floor Petroleum Building 80202 | 620-4880 |
| Administrative Hearings, Division of (Dept. of Administration) | 1120 Lincoln, Suite 900 | 894-2500 |
| Adult Services, Division of (Dept. of Corrections) | 2862 South Circle Drive, Suite 400 Colorado Springs 80906 | (719) 540-2126 or 540-2116 |
| Aging and Adult Services (Dept. of Soc. Services) | Social Services Bldg., 4th Floor 1575 Sherman Street | 866-3851 |
| Agricultural Statistics | 645 Parfet Street, Suite W201 Lakewood 80215 | 236-2300 |
| Agriculture, Dept. of (Executive Director) | 700 Kipling, Suite 4000 Lakewood 80215-5894 | 239-4100 |
| Air Pollution Control Division (Dept. of Health) | 4210 East 11th Avenue 80220 | 331-8500 |
| Alcohol and Drug Abuse (Dept. of Health) | 4210 East 11th Avenue 80220 | 331-8201 |
| Animal Industry Division (Dept. of Agriculture) | 700 Kipling, Suite 1100 Lakewood 80215-5894 | 239-4161 |
| Appeals/Regulations, Office of (Dept. of Social Services) | Social Services Bldg., 8th Floor 1575 Sherman Street | 866-5977 |

NOTE: All zip codes are 80203, unless otherwise indicated. City is always Denver unless otherwise noted.

| Agency | Location | Telephone |
|---|--|-----------|
| Appellate Division (Dept. of Law) | 110 16th Street, 10th Floor Petroleum Building 80202 | 620-4500 |
| Archives and Public Records Division (Dept. of Administration) | Centennial Bldg., Room 1B-20 1313 Sherman Street | 866-2055 |
| Arts and Humanities Council (Dept. of Higher Education) | 750 Pennsylvania Street | 894-2617 |
| Assessment Appeals, Board of (Dept. of Local Affairs) | Centennial Bldg., Room 315 1313 Sherman Street | 866-5880 |
| Attorney General (Dept. of Law) | 110 16th Street, 10th Floor Petroleum Building 80202 | 620-4500 |
| Auditor, State (Legislative Branch) | Legislative Services Bldg. 200 E. 14th Avenue | 866-2051 |
| Aviation (Dept. of Military Affairs) | Patriot Plaza 6848 South Revere Parkway Englewood 80112-6703 | 397-3039 |
| Auraria Higher Education Center (Dept. of Higher Education) | 1027 9th Street Box 4615A 80204 | 556-3291 |
| Banking, Division of (Dept. of Regulatory Agencies) | 303 W. Colfax Avenue, Suite 650 80204 | 620-4356 |
| Beef Promotion Board (Dept. of Agriculture) | 6551 South Revere, Suite 120 Englewood 80111 | 792-2333 |
| Brand Inspection Division (Dept. of Agriculture) | 201 Livestock Exchange Bldg. 80216 | 294-0895 |
| Budget, Planning & Information Resource Management (Dept. of Social Services) | Social Services Bldg., 8th Floor 1575 Sherman Street | 866-3374 |
| Budgeting Division (Governor's Office) | State Capitol Bldg. Room 111 | 866-3386 |
| Bureau of Investigation (CBI) (Dept. of Public Safety) | 690 Kipling Lakewood 80215 | 239-4300 |

| Agency | Location | Telephone |
|--|---|-----------|
| Business Development (Governor's Office) | 1625 Broadway, Suite 1710 80202 | 892-3840 |
| Business Regulation (Dept. of Law) | 110 16th Street, 9th Floor 80202 | 620-4500 |
| Capitol Complex Division (Dept. of Administration) | 1341 Sherman Street | 866-4357 |
| Central Services, Division of (Dept. of Administration) | 225 E. 16th Avenue, Suite 1050 | 894-2370 |
| Child Care (Dept. of Social Services) | Social Services Bldg., 1st Floor 1575 Sherman Street | 866-5961 |
| Child Support Enforcement (Dept. of Social Services) | Social Services Bldg., 2nd Floor 1575 Sherman Street | 866-5994 |
| Child Welfare (Dept. of Social Services) | Social Services Bldg., 2nd Floor 1575 Sherman Street | 866-3161 |
| Citizen's Advocate Office (Governor's Office) | State Capitol Bldg. Room 121 | 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) | 1560 Broadway, Suite 1050 | 894-2997 |
| Classification, Compensation, and Benefits (Dept. of Personnel) | Centennial Bldg., 1st Floor 1313 Sherman Street | 866-2455 |
| Colorado Bureau of Investigation (Dept. of Public Safety) | 690 Kipling Lakewood 80215 | 239-4300 |
| Colorado Advanced Technology Institute (Dept. of Higher Education) | 1625 Broadway, Suite 700 80202 | 620-4777 |
| Colorado Council on the Arts and Humanities (Dept. of Higher Education) | 750 Pennsylvania Street | 894-2617 |

| Agency | Location | Telephone |
|---|--|---|
| Colorado History Museum (Dept. of Higher Education) | 1300 Broadway | 866-2136 |
| Commission on Higher Education (Dept. of Higher Education) | 1300 Broadway, 2nd Floor (Colorado History Museum) | 866-2723 |
| Commission on Information Management (Dept. of Administration) | 110 16th Street, Suite 730 | 620-4980 |
| Community Colleges and Occupational Education, Board of (Dept. of Higher Education) | 1391 North Speer Blvd., Suite 600 80204 | 620-4000 |
| Computer Center (Dept. of Administration) | 690 Kipling Lakewood 80215 | 239-4313 |
| Consumer Counsel (Dept. of Law) | 1580 Logan Street, 7th Floor | 894-2121 |
| Consumer Protection Division (Dept. of Health) | 4210 East 11th Avenue 80220 | 331-6750 |
| Corporations (Secretary of State) | 1 Civic Center Plaza, Suite 200 1560 Broadway | 866-2251 |
| Correctional Industries (Dept. of Corrections) | 2862 South Circle Drive, Suite 400 Colorado Springs 80906 | (719) 540-2178 |
| Corrections, Department of | 2862 South Circle Drive, Suite 400 Colorado Springs 80906 | (719) 579-9580 688-6668 (stateline) |
| Court of Appeals | State Judicial Bldg., Room 300 2 East 14th Avenue | 837-3785 |
| Criminal Justice, Division of (Dept. of Public Safety) | 700 Kipling Lakewood 80215 | 239-4442 |
| Deaf and the Blind School (Dept. of Education) | 33 North Institute Street Colorado Springs 80903 | (719) 636-5186 |

| Agency | Location | Telephone |
|---|---|----------------|
| Developmental Disabilities (Dept. of Institutions) | 3824 West Princeton Circle 80236 | 762-4560 |
| Regional Centers: | | |
| Grand Junction | 2800 "D" Road Grand Junction 81501 | 245-2100 |
| Pueblo | 1330 West 17th Street Pueblo 81003 | (719) 546-4000 |
| Wheat Ridge | 10285 Ridge Road Wheat Ridge 80033 | 424-7791 |
| Disaster Emergency Services (Dept. of Public Safety) | Camp George West Golden 80401 | 273-1624 |
| Disease Control and Environmental Epidemiology (Dept. of Health) | 4210 East 11th Avenue 80220 | 331-8330 |
| Economic Development (Governor's Office) | 1625 Broadway, Suite 1710 80202 | 892-3840 |
| Education, Department of (Executive Director) | State Office Bldg. 201 East Colfax Avenue | 866-6600 |
| Elections (Dept. of State) | 1 Civic Center Plaza, Suite 200 1560 Broadway | 866-2211 |
| Emergency Medical Services (Dept. of Health) | 4210 East 11th Avenue 80220 | 331-8630 |
| Family and Community Health Services (Dept. of Health) | 4210 East 11th Avenue 80220 | 331-8360 |
| Federal/State Programs and Services (Dept. of Education) | State Office Bldg., 4th Floor 201 E. Colfax Avenue | 866-6782 |
| Financial Services (Dept. of Regulatory Agencies) | 1 Civic Center Plaza, Suite 1520 1560 Broadway | 894-2336 |
| Fire Safety, Division of (Dept. of Public Safety) | 700 Kipling, Suite 300 Lakewood 80215 | 239-4463 |

| Agency | Location | Telephone |
|---|---|-----------|
| Ft. Logan Mental Health Center (Dept. of Institutions) | 3520 W. Oxford Avenue 80236 | 762-4695 |
| Geological Survey (Dept. of Natural Resources) | Centennial Bldg., 7th Floor 1313 Sherman Street | 866-2611 |
| Governor's Office | | |
| Chief of Staff | 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 |
| Hazardous Materials and Waste Management Division (Dept. of Health) | 4210 East 11th Avenue 80220 | 331-4830 |
| Health Care and Prevention, Office of (Dept. of Health) | 4210 East 11th Avenue 80220 | 331-4617 |
| Health, Department of (Executive Director) | 4210 East 11th Avenue 80220 | 331-4600 |
| Health Data Commission (Dept. of Local Affairs) | Centennial Bldg., Room 518 1313 Sherman Street | 866-3229 |
| Health Facilities Division (Dept. of Health) | 4210 East 11th Avenue 80220 | 331-6600 |
| Health Statistics and Vital Records (Dept. of Health) | 4210 East 11th Avenue 80220 | 331-4880 |
| Health and Environmental Protection Office of (Dept. of Health) | 4210 East 11th Avenue 80220 | 331-4510 |
| Higher Education, Department of (Executive Director) | 1300 Broadway, 2nd Floor (Colorado History Museum) | 866-2723 |

| Agency | Location | Telephone |
|---|---|-----------|
| Highway Safety, Division of (Dept. of Highways) | 4201 East Arkansas Avenue 80222 | 757-9440 |
| Highways, Department of (Executive Director) | 4201 East Arkansas Avenue 80222 | 757-9201 |
| Highways, Division of (Dept. of Highways) | 4201 East Arkansas Avenue 80222 | 757-9204 |
| History Museum, Colorado (Dept. of Higher Education) | 1300 Broadway (Colorado History Museum) | 866-2136 |
| House of Representatives (Chief Clerk) | State Capitol Bldg. | 866-2903 |
| Housing, Division of (Dept. of Local Affairs) | Centennial Bldg., Room 323 1313 Sherman Street | 866-2033 |
| Human Resources (Dept. of Law) | 110 16th Street, 6th Floor 80202 | 620-4500 |
| Industrial Claims Appeals Panel (Dept. of Labor and Employment) | State Services Bldg., Room 510 1525 Sherman Street | 866-2446 |
| Inspection and Consumer Services Division (Dept. of Agriculture) | 2331 West 31st Avenue 80211 | 866-2825 |
| Institutions, Department of (Executive Director) | 3550 W. Oxford Avenue 80236 | 762-4410 |
| Insurance, Division of (Dept. of Regulatory Agencies) | 303 W. Colfax Avenue, 5th Floor | 866-6400 |
| International Trade Office (Governor's Office) | 1625 Broadway, Suite 1710 80202 | 892-3840 |
| Investment Division (Dept. of Treasury) | State Capitol Bldg. Room 140 | 866-2757 |
| Job Training Office (Governor's Office) | 1391 North Speer Blvd. Suite 440 | 620-4400 |
| Joint Budget Committee (Legislative Branch) | Legislative Services Bldg. 200 East 14th Avenue | 866-2061 |

| Agency | Location | Telephone |
|--|---|-------------------|
| Judicial Department (Administrator) | 1301 Pennsylvania Street, Suite 300 | 861-1111 x 585 |
| Juvenile Parole Board (Dept. of Institutions) | 3550 West Oxford Avenue 80236 | 762-4448 |
| Labor and Employment, Department of (Executive Director) | 600 Grant Street, Suite 900 | 837-3801 |
| Labor, Division of (Dept. of Labor and Employment) | Chancery Building 1120 Lincoln, 14th Floor | 764-2916 |
| Labor Market Information (Dept. of Labor and Employment) | 1120 Lincoln Street | 894-2589 |
| Laboratories (Dept. of Agriculture) | | |
| Bio-Chemical Laboratory | 2331 West 31st Avenue 80211 | 866-2833 |
| Brucellosis | 2331 West 31st Avenue 80211 | 866-2856 |
| Weight and Measures | 3125 Wyandot 80211 | 866-2845 |
| Laboratory Division (Dept. of Health) | 4210 East 11th Avenue 80220 | 331-4700 |
| Land Commissioners (Dept. of Natural Resources) | Centennial Bldg., 6th Floor 1313 Sherman Street | 866-3454 |
| Law, Department of (Attorney General) | 110 16th Street, 10th Floor 80202 | 620-4500 |
| Law Enforcement Training Academy (CLETA) (Dept. of Public Safety) | Camp George West Golden 80401 | 277-0854 |
| Law Library (Judicial Branch) | State Judicial Bldg., Room B112 2 East 14th Avenue | 837-3720 |
| Legislative Council (Legislative Branch) | State Capitol Bldg. Room 029 | 866-3521 |
| Legislative Information Center | State Capitol Bldg. Basement | 866-3055 |
| Legislative Legal Services (Legislative Branch) | State Capitol Bldg. Room 091 | 866-2045 |

| Agency | Location | Telephone |
|--|--|-----------|
| Library/Adult Services (Dept. of Education) | State Office Bldg., 3rd Floor 201 E. Colfax Avenue | 866-6732 |
| Lieutenant Governor | State Capitol Bldg. Room 130 | 866-2087 |
| Liquor Enforcement (Dept. of Revenue) | Capitol Annex Bldg., Room 604 1375 Sherman Street | 866-3741 |
| Local Affairs, Department of (Executive Director) | Centennial Bldg., Room 518 1313 Sherman Street | 866-2771 |
| Local Government, Division of (Dept. of Local Affairs) | Centennial Bldg., Room 520 1313 Sherman Street | 866-2156 |
| Local Health Services, Office of (Dept. of Health) | 4210 East 11th Avenue 80220 | 331-4606 |
| Lottery (Dept. of Revenue) | 700 Broadway, Suite 930 | 759-3552 |
| Majority Leader, House of Representatives | State Capitol Bldg. Room 242 | 866-2348 |
| Majority Leader, State Senate | State Capitol Bldg. Room 224 | 866-3341 |
| Medicaid Fraud Control (Dept. of Law) | 110 16th Street, 9th Floor | 620-4500 |
| Medical Services (Dept. of Social Services) | Social Services Bldg., 10th Floor 1575 Sherman Street | 866-5901 |
| Mental Health, Division of (Dept. of Institutions) | 3520 West Oxford Avenue 80236 | 762-4073 |
| Military Affairs, Department of (Adjutant General) | 300 Logan Street | 777-8669 |
| Mined Land Reclamation Section (Dept. of Natural Resources) | Centennial Bldg., 2nd Floor 1313 Sherman Street | 866-3567 |

| Agency | Location | Telephone |
|---|--|-----------|
| Mines, Division of (Dept. of Natural Resources) | Centennial Bldg., 2nd Floor 1313 Sherman Street | 866-3567 |
| Minority Leader, House of Representatives | State Capitol Bldg. Room 271 | 866-5523 |
| Minority Leader, State Senate | State Capitol Bldg. Room 274 | 866-2318 |
| Motion Picture and TV Advisory Commission (Dept. of Local Affairs) | Centennial Bldg., Room 500 1313 Sherman Street | 866-2778 |
| Motor Vehicle Division (Dept. of Revenue) | 140 West 6th Avenue, Room 100 80204 | 623-9463 |
| Motor Vehicle Hearings (Dept. of Revenue) | 140 West 6th Avenue, Room 101 | 572-5606 |
| National Guard (Dept. of Military Affairs) | Patriot Plaza 6848 South Revere Parkway Englewood 80112-6703 | 397-3023 |
| Natural Resources, Department of (Executive Director) | Centennial Bldg., 7th Floor 1313 Sherman Street | 866-3311 |
| Oil and Gas Conservation Commission (Dept. of Natural Resources) | 1580 Logan Street, Room 380 7th Floor | 894-2100 |
| Parks and Outdoor Recreation, Div. of (Dept. of Natural Resources) | Centennial Bldg., 6th Floor 1313 Sherman Street | 866-3437 |
| Parole Board (Dept. of Corrections) | 1580 Lincoln Street, Suite 920 | 894-2465 |
| Personnel Board (Dept. of Personnel) | Centennial Bldg., Room 114 1313 Sherman Street | 866-3244 |
| Personnel, Department of (Executive Director) | Centennial Bldg., Room 122 1313 Sherman Street | 620-4882 |
| Plant Industry Division (Dept. of Agriculture) | 700 Kipling, Suite 4000 Lakewood 80215-5894 | 239-4140 |

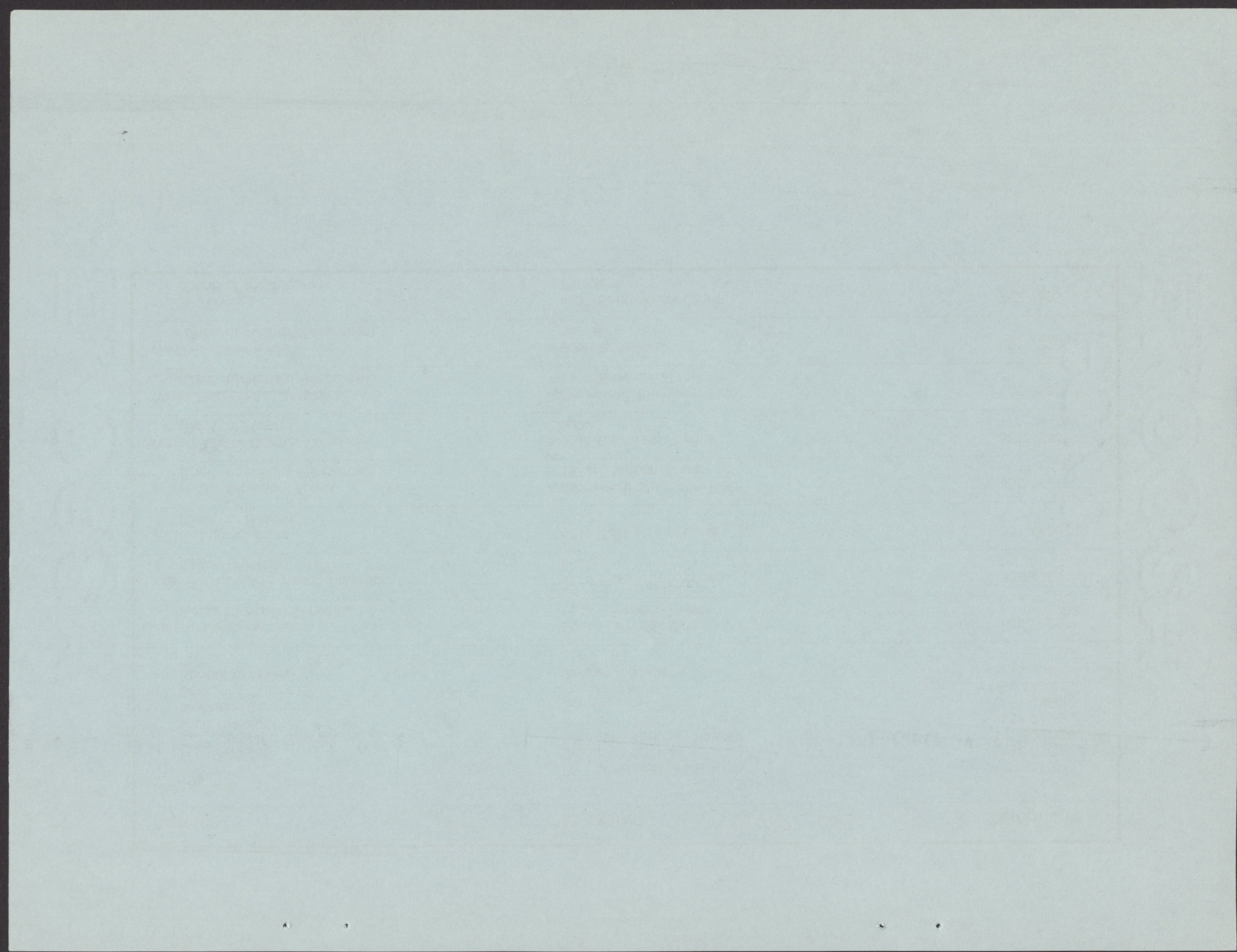
| Agency | Location | Telephone |
|---|---|-----------|
| Ports of Entry (Dept. of Revenue) | 516 Acoma Street 80204 | 572-5690 |
| President of the State Senate | State Capitol Bldg. Room 256 | 866-3342 |
| Property Tax (Dept. of Local Affairs) | Centennial Bldg., Room 419 1313 Sherman Street | 866-2371 |
| Public Defender (Judicial Department) | 110 16th Street, Suite 800 80202 | 620-4888 |
| Public Information/Press (Dept. of Social Services) | Social Services Bldg., 8th Floor 1575 Sherman Street | 866-5922 |
| Public Safety, Department of (Executive Director) | 700 Kipling Street, Suite 3000 Lakewood 80215 | 239-4398 |
| Public Utilities Commission (Dept. of Regulatory Agencies) | 1580 Logan Street Office Level 2 | 894-2024 |
| Purchasing, Division of (Dept. of Administration) | 303 W. Colfax Avenue, Suite 600 | 866-6100 |
| Racing (Dept. of Regulatory Agencies) | 1560 Broadway, Suite 1540 | 894-2990 |
| Radiation Control Division (Dept. of Health) | 4210 East 11th Avenue 80220 | 331-8480 |
| Real Estate Commission (Dept. of Regulatory Agencies) | 1776 Logan Street, 4th Floor | 894-2166 |
| Refugee Services (Dept. of Social Services) | 210 East 9th Avenue | 863-8211 |
| Registrations, Division of (Dept. of Regulatory Agencies) | 1560 Broadway, Suite 1300 | 894-7690 |
| Regulatory Law (Dept. of Law) | 110 16th Street, 3rd Floor 80202 | 620-4500 |

| Agency | Location | Telephone |
|---|---|-----------|
| Regulatory Reform (Dept. of Regulatory Agencies) | 1560 Broadway, Suite 1530 | 894-7839 |
| Rehabilitation Services (Dept. of Social Services) | Social Services Bldg., 4th Floor 1575 Sherman Street | 866-5196 |
| Revenue, Department of (Executive Director) | Capitol Annex Bldg. 1375 Sherman Street | 866-3091 |
| Revisor of Statutes | State Capitol Bldg. Room 079 | 866-2044 |
| Risk Management (Dept. of Administration) | 110 16th Street, Suite 702 | 620-4774 |
| Rural Development (Dept. of Local Affairs) | Centennial Bldg., Room 518 1313 Sherman Street | 866-2429 |
| Rural Job Training (Dept. of Local Affairs) | 655 Broadway, Room 900 | 620-4800 |
| Securities, Division of (Dept. of Regulatory Agencies) | 1580 Lincoln, Suite 420 | 894-2320 |
| Selection Center (Dept. of Personnel) | Centennial Bldg., Room 118 1313 Sherman Street | 866-2431 |
| Self Sufficiency Programs (Dept. of Social Services) | Social Services Bldg., 3rd Floor 1575 Sherman Street | 866-4630 |
| Sheep and Wool Board (Dept. of Agriculture) | 211 Livestock Exchange Bldg. 80216 | 294-0854 |
| Small Business Assistance (Governor's Office) | 1625 Broadway, Suite 1710 80202 | 892-3840 |
| Social Services, Department of (Executive Director) | Social Services Bldg., 8th Floor 1575 Sherman Street | 866-5800 |
| Soil Conservation Board (Dept. of Natural Resources) | Centennial Bldg., 2nd Floor 1313 Sherman Street | 866-3351 |

| Agency | Location | Telephone |
|---|---|-------------------|
| Speaker of the House of Representatives | State Capitol Bldg. Room 246 | 866-2346 |
| Special Prosecutions (Dept. of Law) | 110 16th Street, 9th Floor | 620-4500 |
| State, Department of (Secretary of State) | 1 Civic Center Plaza, Suite 200 1560 Broadway | 894-2200 |
| State Board of Agriculture (Dept. of Higher Education) | 1625 Broadway, Suite 1460 80202 | 892-3800 |
| State Board for Community Colleges and Occupational Education (Dept. of Higher Education) | 1391 North Speer Blvd., Suite 600 80204 | 620-4000 |
| State Board of Social Services | Social Services Bldg., 8th Floor 1575 Sherman Street | 866-5922 |
| State Buildings, Division of (Dept. of Administration) | 110 16th Street, Suite 719 | 620-4451 |
| State Hospital (Dept. of Institutions) | 1600 West 24th Street Pueblo 81003 | (719) 546-4000 |
| State and Veterans Nursing Homes (Dept. of Social Services) | Social Services Bldg., 8th Floor 1575 Sherman Street | 866-5500 |
| State Patrol (Dept. of Public Safety) | 700 Kipling, Suite 700 Lakewood 80215 | 239-4403 |
| State Planning and Budgeting (Governor's Office) | State Capitol Bldg. Room 111 | 866-3386 |
| State Senate (Secretary of Senate) | State Capitol Bldg. Room 248 | 866-2316 |
| Student Loan Program (Dept. of Higher Education) | 999 18th Street, Suite 425 80202 | 294-5050 x 274 |
| Supreme Court (Judicial Dept.) | State Judicial Bldg., Room 415 2 East 14th Avenue | 837-3790 |

| Agency | Location | Telephone |
|--|--|-----------|
| Surplus Property (Dept. of Corrections) | 4200 Garfield 80216 | 321-2200 |
| Tax Analysis (Dept. of Revenue) | Capitol Annex Bldg., Room 422 1375 Sherman Street | 866-3089 |
| Tax Auditing and Compliance (Dept. of Revenue) | Capitol Annex Bldg., Room 504 1375 Sherman Street | 866-3714 |
| Taxpayer Services (Dept. of Revenue) | Capitol Annex Bldg., Room 204 1375 Sherman Street | 866-5565 |
| Telecommunications, Division of (Dept. of Administration) | 2452 West Second Avenue 80223 | 866-2341 |
| Tort Litigation (Dept. of Law) | 110 16th Street, 3rd Floor 80202 | 620-4500 |
| Tourism, Office of (Dept. of Local Affairs) | 1625 Broadway, Suite 1700 80202 | 592-5510 |
| Transportation Development (Dept. of Highways) | 4201 East Arkansas Avenue 80222 | 757-9525 |
| Treasury, Department of (State Treasurer) | State Capitol Bldg. Room 140 | 866-2441 |
| Trustees of State Colleges (Dept. of Higher Education) | 1580 Lincoln Street, Suite 750 | 866-2588 |
| Unclaimed Property (Dept. of Treasury) | 1 Civic Center Plaza, Suite 630 1560 Broadway | 894-2443 |
| Unemployment Insurance (Dept. of Labor and Employment) | 600 Grant Street | 837-3819 |
| Uniform Consumer Credit Code (Dept. of Law) | 110 16th Street, 9th Floor 80202 | 620-4500 |
| Uniform Commercial Code (UCC) (Dept. of State) | 1 Civic Center Plaza, Suite 200 1560 Broadway | 894-2243 |

| Agency | Location | Telephone |
|--|---|----------------|
| Universities: | | |
| C.S.U. | Ft. Collins 80523 | 491-1101 |
| C.U. Boulder | Boulder 80309 | 492-6201 |
| C.U. Colorado Springs | Colorado Springs 80933 | (719) 593-3000 |
| C.U. Denver | Denver 80202 | 556-2800 |
| Northern Colorado | Greeley 80639 | 351-1890 |
| Southern Colorado | Pueblo 81001 | (719) 549-2100 |
| School of Mines | Golden 80401 | 273-3000 |
| Veterans Affairs (Dept. of Social Services) | Social Services Bldg., 1st Floor 1575 Sherman Street | 866-5025 |
| Vital Records and Health Statistics (Dept. of Health) | 4210 East 11th Avenue 80220 | 331-4880 |
| Waste Management (Dept. of Health) | 4210 East 11th Avenue 80220 | 331-4830 |
| Water Conservation Board (Dept. of Natural Resources) | Centennial Bldg., 7th Floor 1313 Sherman Street | 866-3441 |
| Water Quality Control Division (Dept. of Health) | 4210 East 11th Avenue 80220 | 331-4530 |
| Water Resources, Division of (Dept. of Natural Resources) | Centennial Bldg., 8th Floor 1313 Sherman Street | 866-3581 |
| Wildlife, Division of (Dept. of Natural Resources) | 6060 Broadway 80216 | 291-7208 |
| Youth Services (Dept. of Institutions) | 4255 South Knox Court 80236 | 762-4695 |



AGENCY LISTINGS BY DEPARTMENT

LEGISLATIVE SERVICE AGENCIES

| Agency | Director or Head | Location | Telephone |
|--------------------------------------|---------------------------------------|--|-----------|
| Auditor | Tim O'Brien | Legislative Services Building 200 East 14th Avenue | 866-2051 |
| Joint Budget Committee | Kenneth Conahan Staff Director | Legislative Services Building 200 East 14th Avenue | 866-2061 |
| Legislative Council | Charlie Brown Director of Research | State Capitol Building, Room 029 200 East Colfax Avenue | 866-3521 |
| Office of Legislative Legal Services | Doug Brown Director | State Capitol Building, Room 091 200 East Colfax Avenue | 866-2045 |
| Revisor of Statutes | Charlie Pike Revisor of Statutes | State Capitol Building, Room 091 200 East Colfax Avenue | 866-2045 |

JUDICIAL BRANCH

| | | | |
|-------------------------|--|---|-------------------|
| Court of Appeals | Jim Benway Clerk of Court of Appeals | State Judicial Building, Room 300 2 East 14th Avenue | 837-3785 |
| Judicial Administration | Jim Thomas State Court Administrator | 1301 Pennsylvania, Suite 300 | 861-1111 x585 |
| Law Library | Francis Campbell | State Judicial Building, Room B112 2 East 14th Avenue | 837-3720 |
| Legislative Liaison | Kim Morss | 1301 Pennsylvania, Suite 300 | 861-1111 x 583 |
| Public Defender | David Vela | Petroleum Building 110 Sixteenth Street, Suite 800 (80202) | 620-4888 |
| Supreme Court | Mac V. Danford Clerk of Supreme Court | State Judicial Building, Room 415 2 East 14th Avenue | 837-3790 |

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

EXECUTIVE BRANCH

Roy Romer, Governor
 State Capitol Building, Room 136
 866-2471
 Michael Callihan, Lieutenant Governor
 State Capitol Building, Room 130
 200 East Colfax Avenue (80203)
 866-2087

Portion of the Governor's Administrative Staff

| Staff Position | Staff Person | Location | Telephone |
|---------------------------------|------------------|---|-----------|
| Chief of Staff | Stewart Bliss | State Capitol Building, Room 136 | 866-2471 |
| Deputy Chief of Staff | B.J. Thornberry | State Capitol Building, Room 136 | 866-2471 |
| Policy and Research | Joel Kohn | State Capitol Building, Room 136 | 866-2471 |
| State Planning and Budgeting | Karen Reinertson | State Capitol Building, Room 111 | 866-3386 |
| Press Secretary | Cindy Parmenter | State Capitol Building, Room 136 | 866-2471 |
| Legislative Liaison | Cathy Walsh | State Capitol Building, Room 136 | 866-2471 |
| Job Training Office | Les Franklin | 1391 North Speer Boulevard Suite 440 (80204) | 620-4400 |
| Citizen's Advocate Office | Khadija Haynes | State Capitol Building, Room 121 | 866-2885 |
| Legal Advisor | Vacant | State Capitol Building, Room 136 | 866-2471 |
| Economic Development | Stewart Bliss | 1625 Broadway, Suite 1710 (80202) | 892-3840 |
| Business Development | Fred Niehaus | 1625 Broadway, Suite 1710 (80202) | 892-3840 |
| Small Business Assistance | Carol Simonson | 1625 Broadway, Suite 1710 (80202) | 892-3840 |
| Women's Business Representative | Charlotte Redden | 1625 Broadway, Suite 1710 (80202) | 892-3840 |
| Minority Business Development | Ron Montoya | 1625 Broadway, Suite 1710 (80202) | 892-3840 |
| International Trade | Morgan Smith | 1625 Broadway, Suite 1710 (80202) | 892-3840 |
| Boards and Commissions | Fran LeDuke | State Capitol Building, Room 121 | 866-2471 |

EXECUTIVE DEPARTMENTS

DEPARTMENT OF ADMINISTRATION

John Tipton, Executive Director
Nanci R. Kadlecek, Deputy Director
Petroleum Building, 12th Floor
110 16th Street (80202)
620-4880

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|--|------------------------|--|-----------|
| Accounts and Control | Cliff Hall | 110 16th Street, 11th Floor | 620-4190 |
| Administrative Hearings | Ed Felter, Jr. | The Chancery 1120 Lincoln Street, Suite 900 | 894-2500 |
| Administrative Services | William F. Archambault | 110 16th Street, 12th Floor | 620-4977 |
| Archives and Public Records | Terry Ketelsen | Centennial Building, Room 1B-20 | 866-2055 |
| Capitol Complex | Diana Mattox | 1341 Sherman | 866-4357 |
| Central Services | Jack Keene | 225 East 16th Avenue, Suite 1050 | 894-2370 |
| COFRS | Tom Smithson | 140 East 19th Avenue, 5th Floor | 894-2710 |
| Commission on Information Management | Clay Powers | 110 16th Street, Suite 730 | 620-4980 |
| General Government Computer Center | Jerry Schade | 690 Kipling Street Lakewood (80215) | 239-4313 |
| Legislative Liaison/Public Information Officer | Vickie Kendrick | 110 16th Street, 12th Floor | 620-4946 |
| Personnel | Sharron Payton | 110 16th Street, 12th Floor | 620-4882 |
| Purchasing | Mike Ghourdjan | 303 West Colfax, Suite 600 | 866-6100 |
| Risk Management | Bill Miller | 110 16th Street, Suite 702 | 620-4774 |
| State Buildings | Dave Leavenworth | 110 16th Street, Suite 719 | 620-4451 |
| Telecommunications | Robert D. Tolman | 2452 West 2nd Avenue (80223) | 866-2341 |

DEPARTMENT OF AGRICULTURE

Steven Horn, Commissioner
 Robert G. McLavey, Deputy Commissioner
 700 Kipling Street, Suite 4000
 Lakewood (80215-5894)
 239-4100

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|--|-----------------------|--|-----------|
| Animal Industry | Dr. James M. Williams | 700 Kipling Street, Suite 1100 | 239-4161 |
| Beef Promotion Board | Jim Clark | 6551 South Revere, Suite 120 Englewood (80111) | 792-2333 |
| Brand Inspection | Gary Shoun | 201 Livestock Exchange Building (80216) | 294-0895 |
| Colorado Agricultural Statistics Service | Charles Hudson | 645 Parfet Street, Suite W-201 Lakewood (80215) | 236-2300 |
| Inspection and Consumer Services | Ron Turner | 2331 West 31st Avenue (80211) | 866-2825 |
| Laboratories: | | | |
| Bio-Chemical Laboratory | Clyde Jones | 3125 Wyandot (80211) | 866-2833 |
| Brucellosis Laboratory | Richard Forde | 2331 West 31st Avenue (80211) | 866-2856 |
| Weight and Measures | David Wallace | 3125 Wyandot (80211) | 866-2845 |
| Legislative Liaison | Robert McLavey | 700 Kipling Street, Suite 4000 | 239-4100 |
| Market Development | Jim Rubingh | 700 Kipling Street, Suite 4000 | 239-4115 |
| Plant Industry | Robert Sullivan | 700 Kipling Street, Suite 4000 | 239-4140 |
| Public Information Officer | Jim Miller | 700 Kipling Street, Suite 4000 | 239-4100 |
| Resource Analysis | David Carlson | 700 Kipling Street, Suite 4000 | 239-4111 |
| Sheep and Wool Board | Sandy Brinker | 211 Livestock Exchange Building (80216) | 294-0854 |

DEPARTMENT OF CORRECTIONS

Frank O. Gunter, Executive Director
 (719) 540-2180
 George Sullivan, Deputy Director for Operations
 (719) 540-2126
 Ron Ditmore, Deputy Director for Administration
 (719) 540-2106
 2862 South Circle Drive, Suite 400
 Colorado Springs (80906)
 (719) 579-9580 OR (719) 540-2100
 688-6668 (State Line)

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|---------------------------------|------------------|--|----------------|
| Adult Services: | | | |
| Division I | Bill Wilson | 2862 South Circle Drive, Suite 400 Colorado Springs (80906) | (719) 540-2126 |
| Division II | Jerry Gasko | 2862 South Circle Drive, Suite 400 Colorado Springs (80906) | (719) 540-2116 |
| Community Services | Tom Coogan | 1580 Lincoln Street, Suite 920 Denver (80203) | 894-2469 |
| Correctional Industries: | | | |
| Marketing Department | Don Willis | 4200 Garfield (80216) | 321-2200 |
| Surplus Property | Ron Bachali | 4200 Garfield (80216) | 321-2200 |
| Legislative Coordinator | Kathy Walker | 2862 South Circle Drive, Suite 400 Colorado Springs (80906) | (719) 540-2106 |
| Parole Board | Ray Enright | 1580 Lincoln Street, Suite 920 Denver (80203) | 894-2465 |

DEPARTMENT OF EDUCATION

Dr. William T. Randall, Commissioner
 Dr. Richard Laughlin, Deputy Commissioner
 State Office Building
 201 East Colfax Avenue (80203)
 866-6600

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|--|---|---|----------------------------|
| Educational Services | Dr. Art Ellis Assistant Commissioner | State Office Building, 2nd Floor | 866-6678 |
| Federal/State Programs and Services | Dr. Arvin Blome Associate Commissioner | State Office Building, 4th Floor | 866-6782 |
| Legislative Information | Sue Million | State Office Building, 5th Floor | 866-6808 |
| Library/Adult Services | Nancy Bolt Assistant Commissioner | State Office Building, 3rd Floor | 866-6732 |
| Management Services | Dr. Dan Stewart Assistant Commissioner | State Office Building, 5th Floor | 866-6847 |
| Professional Education and Certification | Gene Campbell | State Office Building, 1st Floor | 866-6851 |
| School for the Deaf and the Blind | Dr. Marilyn Jaitly, Superintendent | 33 North Institute Street Colorado Springs (80903-3599) Denver line | (719) 636-5186 534-7386 |
| Testing and Assessment | Wayne Martin | State Office Building, 5th Floor | 866-6853 |

DEPARTMENT OF HEALTH

Dr. Thomas M. Vernon, Executive Director
4210 East 11th Avenue (80220)
331-4600

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|--|----------------------|-------------------------------|-----------|
| Administration and Support | Lee Thielen | 4210 East 11th Avenue (80220) | 331-4630 |
| Laboratory Division | Ron Cada | 4210 East 11th Avenue (80220) | 331-4700 |
| Public Relations Office | Ken Mesch | 4210 East 11th Avenue (80220) | 331-4605 |
| Health and Environment Protection | Tom Looby | 4210 East 11th Avenue (80220) | 331-4510 |
| Air Pollution Control Division* | Brad Beckham | 4210 East 11th Avenue (80220) | 331-8500 |
| Consumer Protection Division** | Tom Messenger | 4210 East 11th Avenue (80220) | 331-6750 |
| Disease Control and Environmental Epidemiology Division* | Ellen Mangione, M.D. | 4210 East 11th Avenue (80220) | 331-8330 |
| Hazardous Materials and Waste Management Division | Dave Shelton | 4210 East 11th Avenue (80220) | 331-4830 |
| Radiation Control Division* | Bob Quillin | 4210 East 11th Avenue (80220) | 331-8480 |
| Water Quality Control Division | Dave Holm | 4210 East 11th Avenue (80220) | 331-4530 |
| Health Care and Prevention | Merril Stern | 4210 East 11th Avenue (80220) | 331-4617 |
| Alcohol and Drug Abuse Division* | Bob Aukerman | 4210 East 11th Avenue (80220) | 331-8201 |
| Emergency Medical Services* | Larry McNatt | 4210 East 11th Avenue (80220) | 331-8630 |
| Family and Community Health Services Division* | Dan Gossert | 4210 East 11th Avenue (80220) | 331-8360 |
| Health Facilities Division** | Paul Daraghy | 4210 East 11th Avenue (80220) | 331-6600 |
| Prevention Programs Division* | Walter (Snip) Young | 4210 East 11th Avenue (80220) | 331-8301 |
| Vital Records and Health Statistics | Joe Carney | 4210 East 11th Avenue (80220) | 331-4880 |
| Legislative Liaison | Ken Mesch | 4210 East 11th Avenue (80220) | 331-4605 |
| Local Health Services | Roger Donahue | 4210 East 11th Avenue (80220) | 331-4606 |

* These offices are located at the Ptarmigan Building, 3773 Cherry Creek Drive North, 3rd Floor. Mailing address is 4210 East 11th Avenue.

** These offices are located at 400 South Colorado Boulevard. Mailing address is 4210 East 11th Avenue.

DEPARTMENT OF HIGHER EDUCATION

David A. Longanecker, Executive Director
 Colorado Commission on Higher Education
 Colorado History Museum, 2nd Floor
 1300 Broadway (80203)
 866-2723

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|--|-------------------|---|-------------------|
| Auraria Higher Education Center | Richard Alfultis | 1027 9th Street (80204) | 556-3291 |
| Colorado Council on the Arts and Humanities | Barbara Neal | 750 Pennsylvania (80203) | 894-2617 |
| Colorado Advanced Technology Institute | Phillip Bradford | 1625 Broadway, Suite 700 (80202) | 620-4777 |
| Colorado Historical Society | James Hartmann | Colorado History Museum 1300 Broadway | 866-2136 |
| Colorado Student Loan Program | Robert Fomer | 999 18th Street, Suite 425 (80202) | 294-5050 x 274 |
| Legislative Liaison | Harriet LaMair | 1300 Broadway, 2nd Floor | 866-4039 |
| State Board of Agriculture (CSU System) | Albert Yates | State Board of Agriculture 1625 Broadway, Suite 1460 (80202) | 892-3800 |
| State Board for Community Colleges and Occupational Education | Jerome Wartgow | 1391 Speer Boulevard Suite 600 (80204) | 620-4000 |
| Trustees of State Colleges in Colorado | Dr. Glenn Burnham | Spectrum Building, Suite 750 1580 Lincoln Street (80203) | 866-2588 |
| University of Colorado Central Administration | William Baughn | 914 Broadway Boulder (80309) | 492-6201 |
| University of Northern Colorado | Robert Dickeson | Greeley (80639) | 351-2121 |
| School of Mines | George Ansell | Golden (80401) | 273-3000 |

DEPARTMENT OF HIGHWAYS

A. Ray Chamberlain, Executive Director
757-9201
Dwight Bower, Deputy Director
757-9205
4201 East Arkansas Avenue (80222)

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|--|---------------------|---------------------------|-----------|
| Audit | Philip E. Seymour | 4201 East Arkansas Avenue | 757-9664 |
| Business Management | Homer Bruton | 4201 East Arkansas Avenue | 757-9207 |
| Highways, Division of | Robert L. Clevenger | 4201 East Arkansas Avenue | 757-9204 |
| Highway Safety | John E. Conger | 4201 East Arkansas Avenue | 757-9440 |
| Information Systems | Don C. Kirkpatrick | 4201 East Arkansas Avenue | 757-9602 |
| Legislative Liaison | Linda Kirscht | 4201 East Arkansas Avenue | 757-9483 |
| Policy and Budget | A. J. Aragon | 4201 East Arkansas Avenue | 757-9753 |
| Public and Intergovernmental Relations | Linda Kirscht | 4201 East Arkansas Avenue | 757-9483 |
| Transportation Development | Harvey R. Atchinson | 4201 East Arkansas Avenue | 757-9525 |

DEPARTMENT OF INSTITUTIONS

Henry L. Solano, Executive Director
762-4410
Sheila Aderman, Associate Director, Program and Planning
762-4410
Imojean Vollack, Associate Director, Administration
762-4410
3550 West Oxford Avenue (80236)
762-4410

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|--|---------------------------------------|---|----------------|
| Colorado State Hospital | Terrance McGrann Acting Director | 1600 West 24th Street Pueblo (81003) | (719) 546-4000 |
| Developmental Disabilities | Brian Lensink Division Director | 3824 West Princeton Circle (80236) | 762-4560 |
| Regional Centers for Developmentally Disabled: | | | |
| Grand Junction Regional Center | Bill Jackson, Superintendent | 2800 "D" Road Grand Junction (81501) | 245-2100 |
| Pueblo Regional Center | Jim Duff, Superintendent | 1330 West 17th Street Pueblo (81003) | (719) 546-4000 |
| Wheat Ridge Regional Center | Rosella Gonzales, Superintendent | 10285 Ridge Road Wheat Ridge (80033) | 424-7791 |
| Fort Logan Mental Health Center | Brock Willett, M.D., Director | 3520 West Oxford Avenue (80236) | 762-4695 |
| Juvenile Parole Board | Mark Mandler, Administrator | 3550 West Oxford Avenue (80236) | 762-4448 |
| Legislative Liaison | Dwight Eisnach | 3550 West Oxford Avenue (80236) | 762-4404 |
| Mental Health | George Kawamura Division Director | 3520 West Oxford Avenue (80236) | 762-4073 |
| Youth Services | Orlando Martinez Division Director | 4255 South Knox Court (80236) | 762-4695 |

DEPARTMENT OF LABOR AND EMPLOYMENT

John J. Donlon, Executive Director
600 Grant Street, Suite 900 (80203)
837-3801

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|--|---|--|-----------|
| Budget | James W. Corlett | 600 Grant Street | 837-3811 |
| Controller | Les Shenefelt | 600 Grant Street | 837-3878 |
| Employment Programs | Dick Roberts | 600 Grant Street | 837-3900 |
| Field Operations | Bill Davis Tom Ivory Jake Trujillo Cynthia Withrow | 600 Grant Street | 837-3926 |
| Industrial Claim Appeals Panel | Dona Halsey | State Services Building, Room 510 1525 Sherman Street | 866-2446 |
| Labor | David Mitchem | Chancery Building 1120 Lincoln, 14th Floor | 764-2916 |
| Labor Market Information | Bill LaGrange | 1120 Lincoln Street | 894-2589 |
| Legislative Liaison and Public Information Officer | Rosemary Marshall | 600 Grant Street | 837-3957 |
| Unemployment Insurance | Don Peitersen | 600 Grant Street | 837-3819 |

DEPARTMENT OF LAW

Gale Norton, Attorney General
Charles B. Howe, Chief Deputy Attorney General
Richard Forman, Solicitor General
110 16th Street, 10th Floor
Denver (80202)
620-4500

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|------------------------------|----------------------|------------------------------|-----------|
| Administration | Kathy Newell | 110 16th Street, 10th Floor | 620-4500 |
| Appellate | John Dailey | 110 16th Street, 10th Floor | 620-4500 |
| CERCLA Litigation | Jacqueline Berardini | 1560 Broadway, 2nd Floor | 894-2299 |
| Consumer Counsel, Office of | Ron Binz | 1580 Logan Street, 7th Floor | 894-2121 |
| Enforcement: | Richard C. Kaufman | 110 16th Street, 9th Floor | 620-4500 |
| Business Regulation | Garth Lucero | 110 16th Street, 9th Floor | 620-4500 |
| Medicaid Fraud Control | Grafton Biddle | 110 16th Street, 9th Floor | 620-4500 |
| Special Prosecutions | Linda Davison | 110 16th Street, 9th Floor | 620-4500 |
| Uniform Consumer Credit Code | Laura Udis | 110 16th Street, 9th Floor | 620-4500 |
| General Legal Services | Maurice Knaizer | 110 16th Street, 6th Floor | 620-4500 |
| Human Resources | Carolyn Lievers | 110 16th Street, 6th Floor | 620-4500 |
| Legislative Liaison | Richard C. Kaufman | 110 16th Street, 9th Floor | 620-4500 |
| Natural Resources | Lois Witte | 110 16th Street, 2nd Floor | 620-4500 |
| Regulatory Law | Gene Cavaliere | 110 16th Street, 3rd Floor | 620-4500 |
| Tort Litigation | Tim Arnold | 110 16th Street, 3rd Floor | 620-4500 |

DEPARTMENT OF LOCAL AFFAIRS

Larry Kallenberger, Executive Director
 Jerry Smith, Deputy Director
 Patricia Barela Rivera, Deputy Director
 Centennial Building, Room 518
 1313 Sherman Street (80203)
 866-2771
 FAX: 866-2251

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|---|--------------------------------------|-----------------------------------|-----------|
| Administrative Services (Budget) | Diane Mark | Centennial Building, Room 518 | 866-2771 |
| Assessment Appeals, Board of | Diane DeVries Board Administrator | Centennial Building, Room 315 | 866-5880 |
| Economic Development Commission | Gayle Brody | Centennial Building, Room 518 | 866-2771 |
| Field Services | Dave Edwardson | Centennial Building, Room 520 | 866-2156 |
| Financial Services | Bill Timmermeyer | Centennial Building, Room 518 | 866-2205 |
| Health Data Commission | Paul Abel | Centennial Building, Room 221 | 866-3229 |
| Housing | John Maldonado | Centennial Building, Room 323 | 866-2033 |
| Local Government | Hal Knott | Centennial Building, Room 520 | 866-2156 |
| Motion Picture and TV Advisory Commission | Lisa Gilford | Centennial Building, Room 500 | 866-2778 |
| Property Tax, Division of | Mary Ann Huddleston | Centennial Building, Room 419 | 866-2371 |
| Rural Development | T. Michael Smith | Centennial Building, Room 518 | 866-2429 |
| Rural Job Training | Dwight Steele | 655 Broadway, Suite 900 | 620-4800 |
| Tourism | Rich Meredith | 1625 Broadway, Suite 1700 (80202) | 592-5510 |

DEPARTMENT OF MILITARY AFFAIRS

Major General John L. France, Adjutant General
Lt. Colonel Edward Arcuri, Deputy Adjutant General
Patriot Plaza
6848 South Revere Parkway
Englewood (80112-6703)
397-3000

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|---------------------|--|--|----------------------|
| Aviation | Dennis Roberts | Patriot Plaza 6848 South Revere Parkway Englewood (80112-6703) | 397-3039 |
| Civil Air Patrol | Colonel Jay Bobick | East 6th Avenue and Quebec Lowry A.F.B. (80230) | 321-3713 |
| Legislative Liaison | Cynthia A. Ahrenholtz and Lieutenant Colonel Edward L. Arcuri | Patriot Plaza 6848 South Revere Parkway Englewood (80112-6703) | 397-3007 397-3022 |
| National Guard | Major General John L. France | Patriot Plaza 6848 South Revere Parkway Englewood (80112-6703) | 397-3023 |

DEPARTMENT OF NATURAL RESOURCES

Kenneth L. Salazar, Executive Director
 Dennis Donald, Deputy Director
 Centennial Building, 7th Floor
 1313 Sherman Street (80203)
 866-3311

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|--|---------------------------------|--------------------------------|-----------|
| Geological Survey | John Rold, State Geologist | Centennial Building, 7th Floor | 866-2611 |
| Land Commissioners, Board of | Max Vezzani, Acting Director | Centennial Building, 6th Floor | 866-3454 |
| Legislative Liaison | Vacant | Centennial Building, 7th Floor | 866-3311 |
| Mines, Division of | Fred Banta, Acting Director | Centennial Building, 2nd Floor | 866-3567 |
| Mined Land Reclamation, Division of | Fred Banta | Centennial Building, 2nd Floor | 866-3567 |
| Oil and Gas Conservation Commission | Dennis Bicknel | 1580 Logan, Room 380 | 894-2100 |
| Parks and Outdoor Recreation, Division of | Ron Holliday | Centennial Building, 6th Floor | 866-3437 |
| Soil Conservation Board | Dan Parker | Centennial Building, 2nd Floor | 866-3351 |
| Water Conservation Board | David Walker, Acting Director | Centennial Building, 7th Floor | 866-3441 |
| Water Resources, Division of | Jeris Danielson, State Engineer | Centennial Building, 8th Floor | 866-3581 |
| Wildlife, Division of | Perry Olson | 6060 Broadway (80216) | 291-7208 |

DEPARTMENT OF PERSONNEL

Vacant, Executive Director
Centennial Building, Room 122
1313 Sherman Street (80203)
866-2321

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|--|------------------|-------------------------------|-----------|
| Classification, Compensation, and Benefits | Ken Allikian | Centennial Building, Room 119 | 866-2455 |
| Computer Systems | Dale Kehl | Centennial Building, Room 119 | 866-2491 |
| Legislative Liaison | Sara Alt | Centennial Building, Room 122 | 866-2321 |
| Personnel Board | Mary Roudebush | Centennial Building, Room 114 | 866-3244 |
| Policy/Budget | Sarah Jones | Centennial Building, Room 122 | 866-2321 |
| Public Information | Sara Alt | Centennial Building, Room 122 | 866-2321 |
| Selection Center | Kay Wright | Centennial Building, Room 118 | 866-2431 |
| Technical and Consulting Services | Jerome C. Davies | Centennial Building, Room 115 | 866-2438 |

DEPARTMENT OF PUBLIC SAFETY

David Thomas, Executive Director
700 Kipling Street, Suite 3000
Lakewood (80215)
239-4398

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|---|------------------|---|-----------|
| Colorado Bureau of Investigation | Carl Whiteside | 690 Kipling Street Lakewood (80215) | 239-4300 |
| Disaster Emergency Service | Richard Hatten | Camp George West 15000 Golden Road, Golden (80401) | 273-1624 |
| Division of Criminal Justice | Bill Woodward | 700 Kipling Street, Suite 3000 Lakewood (80215) | 239-4442 |
| Fire Safety | Dean Smith | 700 Kipling Street, Suite 3000 Lakewood (80215) | 239-4463 |
| Law Enforcement Training Academy (CLETA) | Bob Bing | Camp George West 15000 Golden Road, Golden (80401) | 277-0854 |
| State Patrol | John Dempsey | 700 Kipling Street, Suite 700 Lakewood (80215) | 239-4403 |

DEPARTMENT OF REGULATORY AGENCIES

Steven V. Berson, Executive Director
 1560 Broadway, Suite 1550
 (80202)
 894-7855

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|---|--|-----------------------------------|-----------|
| Administrative Services | Susan L. Warren | 1560 Broadway, Suite 1550 | 894-7855 |
| Banking | Ralph E. Mires | 303 West Colfax Avenue, Suite 650 | 620-4358 |
| Civil Rights | Jack Lang y Marquez | 1560 Broadway, Suite 1050 | 894-2997 |
| Financial Services | David L. Paul | 1560 Broadway, Suite 1520 | 894-2336 |
| Insurance | Joanne Hill | 303 West Colfax Avenue, 5th Floor | 866-6400 |
| Legislative Liaison | Greg Romberg | 1560 Broadway, Suite 1550 | 894-7855 |
| Office of Regulatory Reform | Greg Romberg | 1560 Broadway, Suite 1530 | 894-7839 |
| Office of Policy and Research (Sunset and Sunrise) | Brad Mallon | 1560 Broadway, Suite 1550 | 894-7855 |
| Public Utilities Commission: | James P. Spiers Executive Secretary | 1580 Logan Street, Office Level 2 | 894-2024 |
| Consumer Affairs | | | 894-2070 |
| Fixed Utilities | | | 894-2027 |
| Transportation Rates | | | 894-2082 |
| Transportation Records, Permits, and Insurance | | | 894-2001 |
| Racing | Rene Ramirez | 1560 Broadway, Suite 1540 | 894-2990 |
| Real Estate Commission | Michael Gorham | 1776 Logan Street, 4th Floor | 894-2166 |
| Registrations (professional and occupational licensing boards) | Bruce M. Douglas | 1560 Broadway, Suite 1300 | 894-7690 |
| Securities | Phillip A. Feigin | 1580 Lincoln, Suite 420 | 894-2320 |

DEPARTMENT OF REVENUE

John Tipton, Executive Director
Amelie Buchanan, Deputy Director
Capitol Annex Building, Room 404
1375 Sherman Street (80261)
866-3091

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|--|---------------------|--|-----------|
| Information and Support Services | Gayne Nelson | Annex Building, Room 304 | 866-2797 |
| Legislative Liaison | Valerie Horwitz | Annex Building, Room 620 | 866-5645 |
| Liquor Enforcement | Roger Morris | Annex Building, Room 604 | 866-3741 |
| Lottery | Candice Bluechel | 700 Broadway, Suite 930 | 759-3552 |
| Motor Vehicle | Dee Hartman | 140 West 6th Avenue, Room 100 (80204) | 623-9463 |
| Motor Vehicle Hearings | Steve Bush (acting) | 140 West 6th Avenue, Room 101 | 572-5606 |
| Policy Analysis and Financial Services | Gary Krueger | Annex Building, Room 466 | 866-3093 |
| Ports of Entry | Phil Vasquez | 516 Acoma Street | 572-5690 |
| Tax Analysis | Jim Huyghebaert | Annex Building, Room 422 | 866-3089 |
| Tax Auditing and Compliance | John Vecchiarelli | Annex Building, Room 504 | 866-3714 |
| Tax Conferee | Ron Granner | Annex Building, Room 248 | 866-3212 |
| Taxpayer Services | Jim Davis | Annex Building, Room 204 | 866-5565 |

DEPARTMENT OF SOCIAL SERVICES

Irene M. Ibarra, Executive Director
866-5800
Karen Beye, Deputy Director
Social Services Building
1575 Sherman Street (80203)

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|--|------------------|----------------------------|-----------|
| Aging and Adult Services | Rita Barreras | 1575 Sherman, 4th Floor | 866-3851 |
| Child Care | Grace Hardy | 1575 Sherman, 1st Floor | 866-5961 |
| Child Support Enforcement | Kathy Stumm | 1575 Sherman, 2nd Floor | 866-5994 |
| Child Welfare | Bonnie Orkow | 1575 Sherman, 2nd Floor | 866-3161 |
| Direct Services Management | Don Bloomfield | 1575 Sherman, 8th Floor | 866-5500 |
| Financial/Contract Management | Pat Horton | 1575 Sherman, 6th Floor | 866-2423 |
| Food Assistance | Mark Tandberg | 1575 Sherman, 3rd Floor | 866-2536 |
| Human Resources & Quality Assurance | Bill LaVance | 1575 Sherman, Ground Floor | 866-3448 |
| Information Resource Management | Ken Muroya | 1575 Sherman, 7th Floor | 866-5731 |
| Legislative Liaison | Bill Hanna | 1575 Sherman, 8th Floor | 866-5900 |
| Medical Services | Garry Toerber | 1575 Sherman, 10th Floor | 866-5901 |
| Merit System | Jeff Schutt | 1575 Sherman, 1st Floor | 866-3901 |
| Office of Appeals/Regulations | John Kelley | 1575 Sherman, 8th Floor | 866-5977 |
| Office of Budget, Planning & Information Resource Management | David Schmidt | 1575 Sherman, 8th Floor | 866-3374 |
| Public Information/Press | John Kelley | 1575 Sherman, 8th Floor | 866-5922 |
| Rehabilitation Services | Tony Francavilla | 1575 Sherman, 4th Floor | 866-5196 |
| Refugee Services | Laurie Bagan | 210 East 9th Avenue | 863-8211 |
| Self Sufficiency Programs | Sue Tuffin | 1575 Sherman, 3rd Floor | 866-4630 |
| State Board | John Kelley | 1575 Sherman, 8th Floor | 866-5922 |
| State and Veterans Nursing Homes | John Roberts | 1575 Sherman, 8th Floor | 866-5500 |
| Veterans Affairs | Dick Ceresko | 1575 Sherman, 1st Floor | 866-5025 |

DEPARTMENT OF STATE

Natalie Meyer, Secretary of State
Merilyn Handley, Deputy Secretary of State
1560 Broadway, Suite 200 (80202)
894-2200

Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|---|---------------------------------------|--------------------------|-----------|
| Corporations | Mike Shea | 1560 Broadway, Suite 200 | 894-2251 |
| Elections | Donetta Davidson Elections Officer | 1560 Broadway, Suite 200 | 894-2211 |
| Licensing (including bingo and raffles) | Johanna Billmyer | 1560 Broadway, Suite 200 | 894-2214 |
| Notary | Johanna Billmyer | 1560 Broadway, Suite 200 | 894-2215 |
| UCC | Mike Shea | 1560 Broadway, Suite 200 | 894-2243 |

DEPARTMENT OF TREASURY

Gail Schoettler, State Treasurer
Nancy Coleman, Deputy State Treasurer
State Capitol Building, Room 140
200 East Colfax Avenue (80203)
866-2441

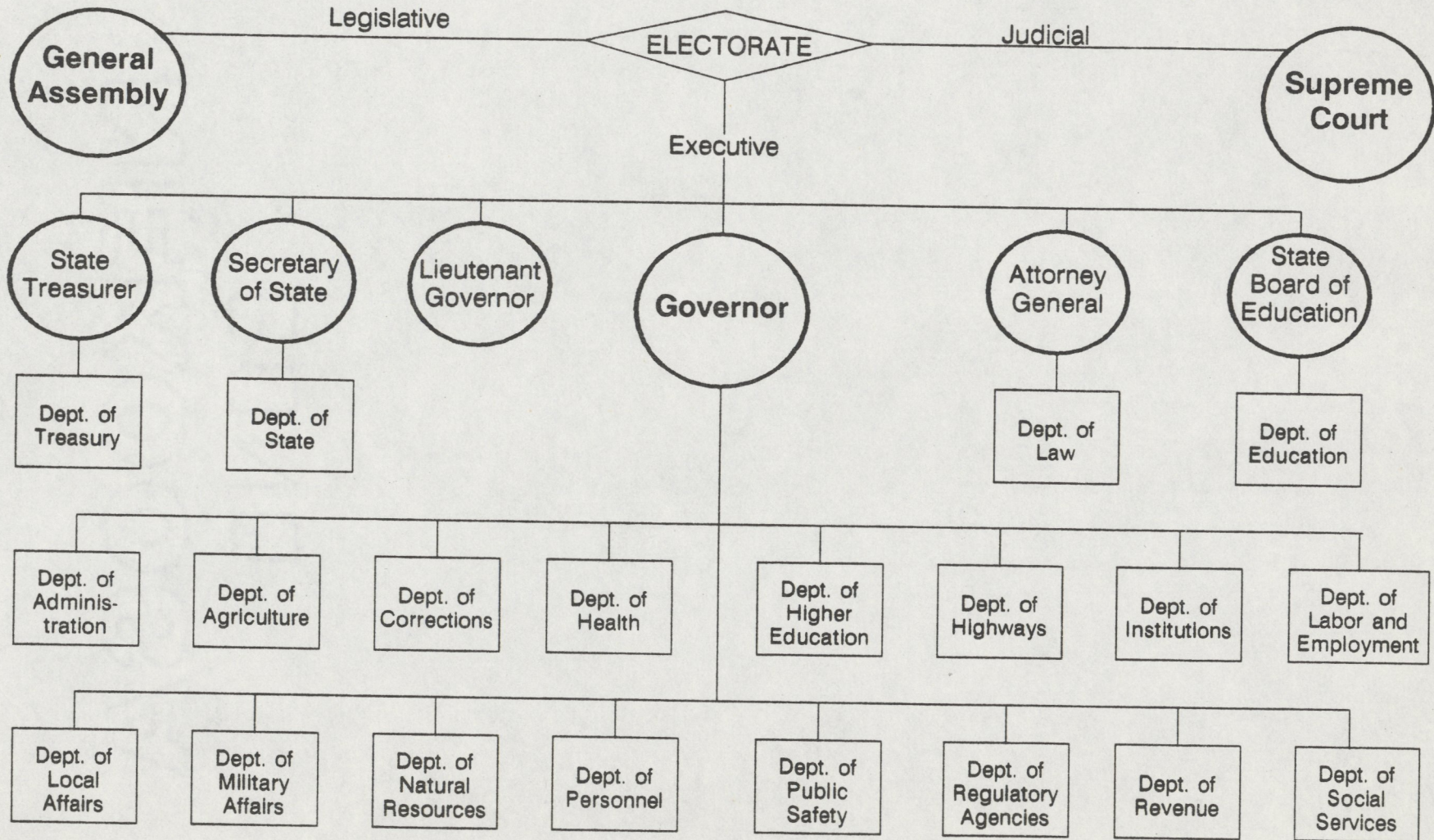
Major Divisions or Sections

| Agency | Director or Head | Location | Telephone |
|--------------------|-------------------------|--|------------------|
| Administration | Carole Witka | State Capitol Building, Room 140 | 866-2442 |
| Accounting | Tom Hancock | State Capitol Building, Room 140 | 866-5649 |
| Investment | Virginia Wagner | State Capitol Building, Room 140 | 866-2757 |
| Unclaimed Property | Patty White | 1 Civic Center Plaza 1560 Broadway, Suite 630 | 894-2443 |

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

THE NATIONAL ARCHIVES
COLLECTION OF THE
UNITED STATES GOVERNMENT

STATE OF COLORADO ORGANIZATION CHART



Circles on this chart identify elected positions.

| | | | | | | | |
|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
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LIBRARY OF THE
CONGRESS

The Structure of the Executive Branch

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, 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.

Reorganization reduced the number of separate agencies reporting directly to the Governor and thus provided an administrative span of control of reasonable size.

Constitutional Guideline

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 included clarification and concentration of lines of administrative authority and responsibility; elimination of

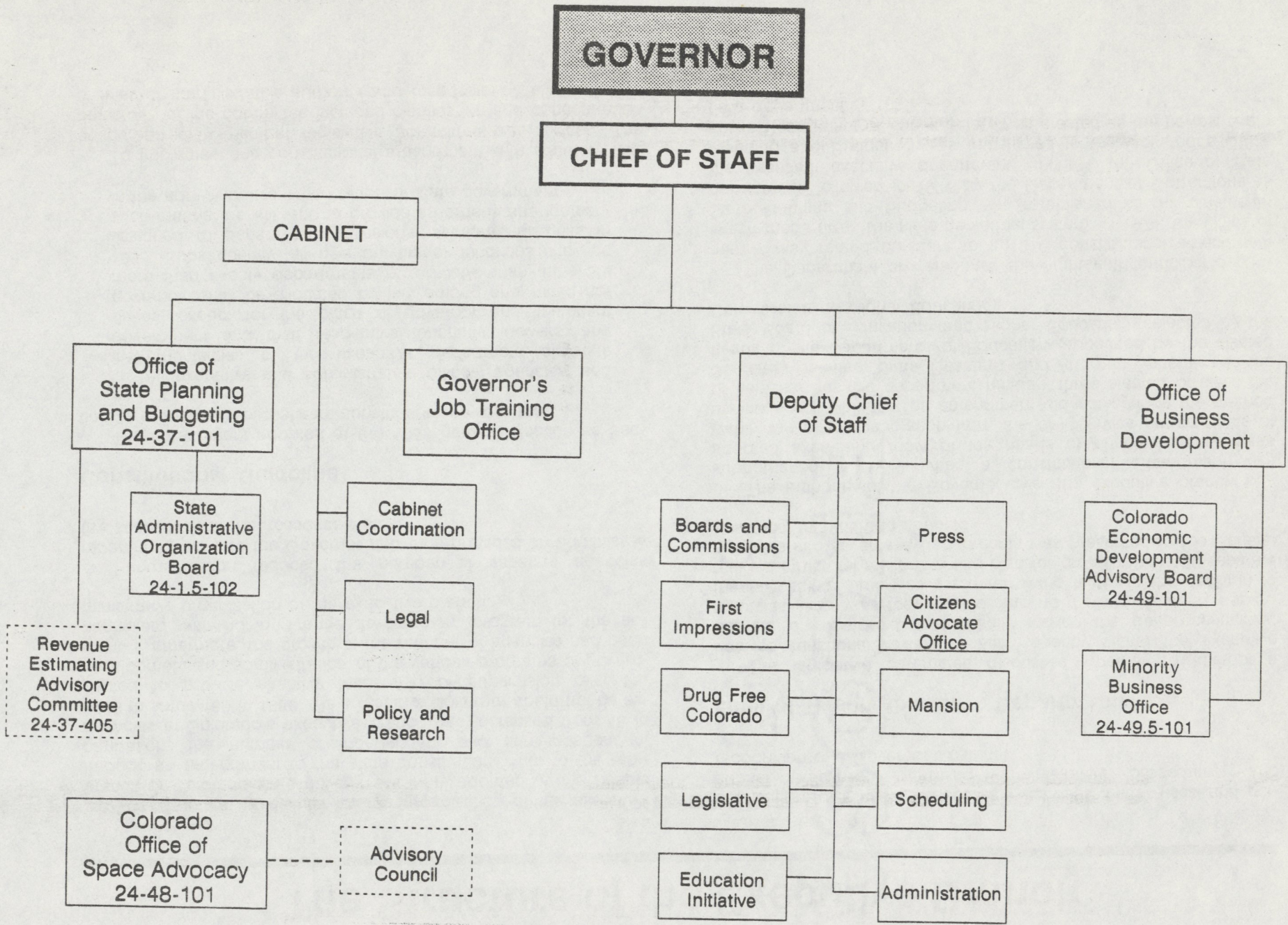
duplication; pruning of unnecessary activities; better fiscal and personnel practices; improving administrative procedures; and recognition of a Governor's cabinet.

Limit of Twenty Executive Departments

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 was created as the newest twentieth department.



ARTICLE IV OF THE COLORADO CONSTITUTION VESTS THE GOVERNOR WITH AUTHORITY TO "TAKE CARE THAT THE LAWS BE FAITHFULLY EXECUTED."

The constitution 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.

Governor Romer has divided the office into working groups. These groups include:

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

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.

The office also contains the Office of State Planning and Budgeting, the Lieutenant Governor's Office, and economic development programs.

The Governor's Office, the Office of State Planning and Budgeting, the Office of Economic Development and the Lieutenant Governor's Office employ a total of 102 people.

Office of State Planning and Budgeting

The statutory duties carried out by the Office of State Planning and Budgeting (OSPB) may be grouped into four broad staff functions: formulate the Governor's annual budget for state government; monitor the expenditures of executive agencies; review and analysis of expenditures; and coordinate long-range governmental planning. The office consists of 20 staff members.

Budgeting. In addition to formulating the executive branches' budget requests, OSPB budgeting responsibilities 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; and developing long-range fiscal plans for both operating and capital construction budgets and for the state revenue structure.

State planning. This function is charged by statute with responsibility for (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.

In 1990 the legislature established a State Administrative Organization Board comprised of eleven members for the purpose of reviewing the functions and duties of agencies established by *type 1* transfers.

Office of Business Development

The focus of economic development activities was moved to the Governor's office in 1989. In 1990 the legislature created the Office of Business Development. The office director is a special assistant to the Governor. Activities include business expansion assistance, retention, expansion, and recruitment in addition to international trade and coordination of job training. Under the Governor's Office, but exercising its statutory powers independent of the Governor, is a Colorado Economic Advisory Board. Other departments with economic development activities include Local Affairs, Higher Education, Agriculture, and Regulatory Agencies.

Minority Business Office

The 1990 General Assembly gave statutory authorization to establishment of a focus on minority business promotion in the Governor's Office. Funded primarily by the private sector, the office's responsibilities include networking among private and governmental entities, promoting minority business participation in government contracts, and mainstreaming minority businesses into Colorado's economy.

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's office has a staff of seven.

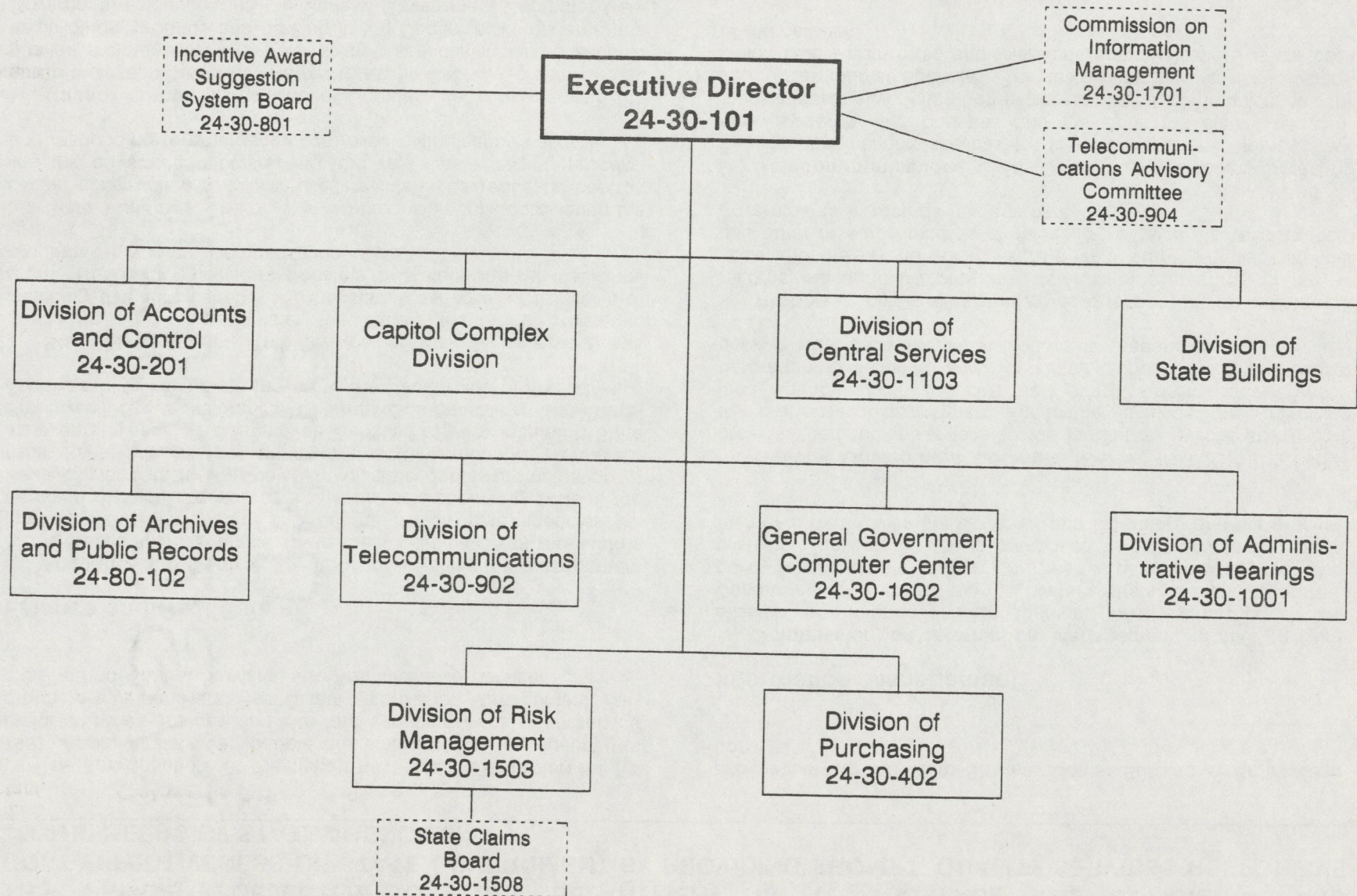
The Colorado Commission of Indian Affairs is established by law within the office of the Lieutenant Governor. The Lieutenant Governor is chairman of the commission. The commission is charged with coordinating intergovernmental dealings between tribal governments and Colorado; investigating the needs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

The Lieutenant Governor is also the chairman of the Colorado Promotion Association.

Colorado Office of Space Advocacy

The 1990 General Assembly established an office to implement the state's space initiative outlined in the report of the Colorado Commission on Space Science and Industry. The office receives no general fund appropriation. The space advocate is counseled by a statutorially created, 13-member space advisory council.

DEPARTMENT OF ADMINISTRATION



THE PRIMARY OBJECTIVE OF THE DEPARTMENT IS TO INCREASE THE EFFICIENCY AND COST-EFFECTIVENESS OF STATE GOVERNMENT BY PROVIDING PROMPT, QUALITY SERVICES RESPONSIVE TO THE NEEDS OF STATE AGENCIES.

The appropriation for the department totals \$72 million for FY 1991. Approximately 595 people are employed by the agency. Its major activities are grouped into four service groups. The service groups are Finance and Real Estate, Information Management, Purchasing and Central Services, and Administrative Services.

Finance and Real Estate

Accounts and Control. This function involves the management of the state's financial affairs. It includes 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 for state employees. The Employee Benefit Program including State Employees Group Insurance, Deferred Compensation, and Short-Term Disability have been moved to the Department of Personnel.

Risk Management. The Division of Risk Management was created in 1985 to administer the state's insurance programs, including the administration of the state's self-insured liability program. The division is also responsible for a statewide self-insurance program for workers' compensation costs.

State buildings. The division is responsible for coordinating the capital construction and controlled maintenance requests, controlling the construction contracting and real estate leasing process, and responding to emergency controlled maintenance needs.

Capitol complex. The Capitol Complex Facilities maintain the group of sixteen buildings referred to as the Capitol Complex. They provide maintenance and other related services including security to 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 operation, maintenance

and security of the State Services Center Building in Grand Junction.

Information Management

Commission on Information Management. In 1987, a Commission on Information Management was established in the Department of Administration to oversee strategic planning and set policy for the state's information systems, primarily data processing systems. The commission is comprised of both private and public members that advise the Governor and legislature on data processing matters.

General Government Computer Center (GGCC). The center provides computing services to the legislative, judicial and executive branches of government. The center is funded as a revolving fund agency which provides data entry, systems development, programming services, and operational support for organizational units in most departments, institutions, and agencies.

Archives. The Division of Archives is responsible for a statewide records management program; destruction of records of limited value and preservation of the state's legal, administrative, historical and other research records of value. The division also assists local governments in records management.

Telecommunications. The Division of Telecommunications provides engineering services for telephone systems, for two-way radio systems, and operates and maintains the state's telecommunications network for both voice and data communications for 250 governmental agencies. The state's microwave relay system, which relays both radio and telephone communications is the core of the network.

Purchasing and Central Services

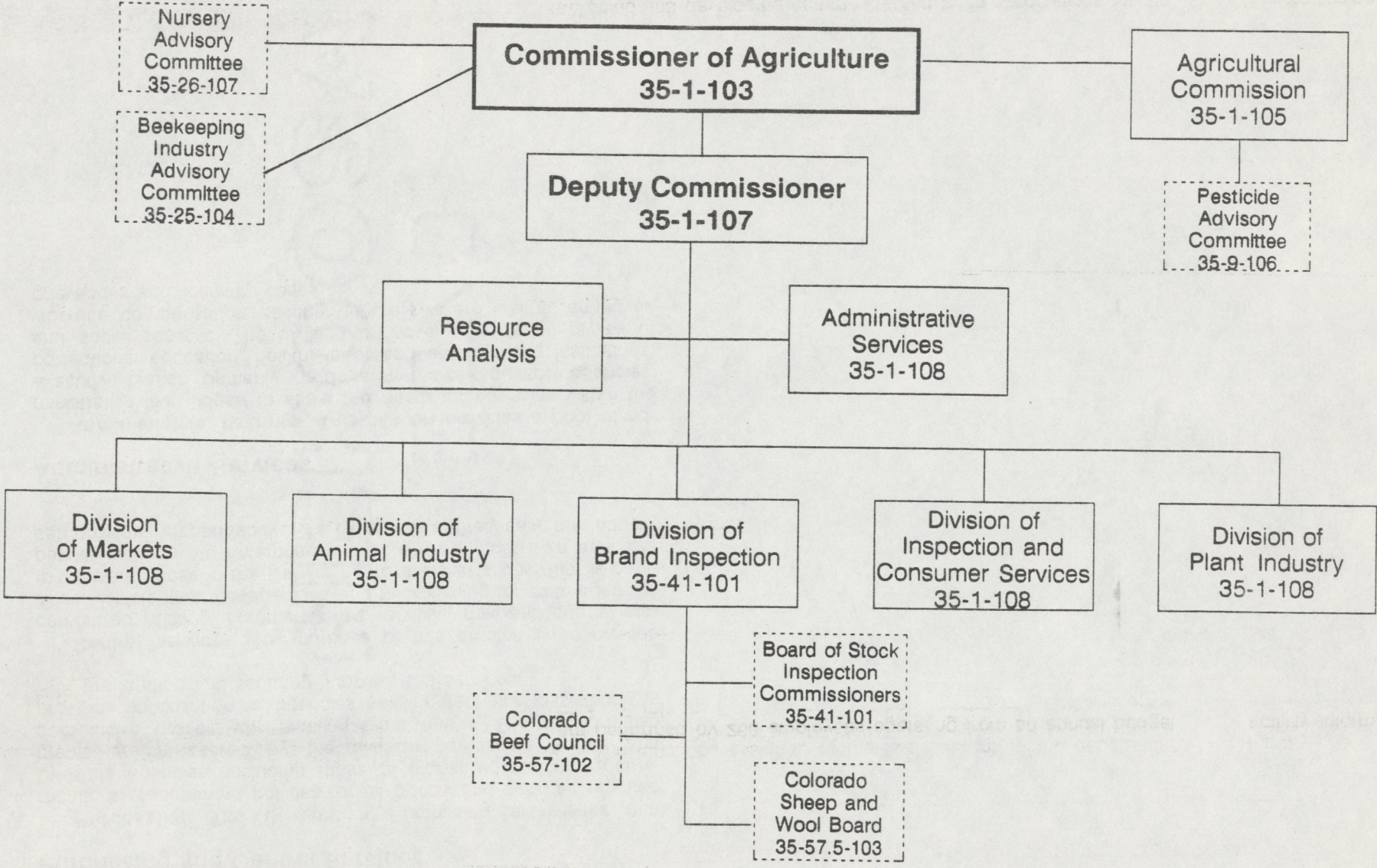
Purchasing. The Division of Purchasing establishes and monitors procurement policies for all goods and services required by state agencies, including those of higher education. Procurements are monitored by the division to ensure a fair and competitive process for meeting state needs. The division also provides consultation to agencies seeking technical assistance in RFP preparation and securing supplies and services.

Central services. The purpose of this division is to provide centralized printing, commercial art services, mail and courier services, vehicle fleet management, and microfilming for state agencies (particularly those in the Denver metro area) at a cost that is competitive with private enterprise and at a lower cost than agencies can provide independently. The division is entirely cash funded.

Administrative Services

Administrative hearings. This division provides a pool of administrative law judges to serve the needs of agencies within the executive branch, primarily the departments of regulatory agencies, corrections, education, health, labor and employment, institutions, and social services. The division provides adjudication review of worker's compensation, teacher tenure, welfare claims, employee grievances and licensure cases.

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 five divisions of the department are performed by 260 employees operating from an annual budget of \$14.6 million. Forty percent of the department's budget comes from the state's general fund, with the balance derived from fees, licenses, other charges made to industry for services rendered, and federal funds.

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.

Commissioner's Office

The Commissioner's office is comprised of three separate sections. In addition to the executive staff which includes the deputy commissioner, there exists a *Resource Analysis Section*, an *Administrative Services Section*, and a *Personnel Section*. The functions of the Resource Analysis section are outlined below.

The *Resource Analysis Section* 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.

Markets Development Division

The Markets Development Division 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 domestic and international markets through surveys of com-

modity and market needs, collection and analysis of current market activity information, and promotion through trade shows and publication of consumer oriented information. The section also provides assistance in securing loans through the Colorado Agricultural Development Authority.

Division of Inspection and Consumer Services

This division consists of six sections and the Marketing Orders Program. The division employs over 100 individuals in a variety of inspection programs.

Marketing Orders Program. Marketing orders are producer-funded programs which collect funds from the point of first sale (except beef) of farm commodities. The funds are used to promote the consumption of those products, to fund specialized research on production techniques and problems of that commodity, and in some cases, for inspection services in order to assure that high-quality commodities reach the marketplace.

Colorado has marketing orders for eight commodities produced in the state covering apples, field corn, potatoes, dry edible beans, sweet corn, broccoll, milk, and wheat.

The *Technical Services* section consists of five programs: Feeds, Fertilizers, Eggs, Meats, and Facility Operations. The feeds program registers and selectively samples commercial animal feeds throughout the state. The fertilizer program registers and selectively samples fertilizers, soil conditioners, and related products to determine nutrient content and to assure labeling accuracy in accordance with state laws. The fertilizer program also inspects anhydrous ammonia tanks and assists in safety training in the use of this potentially dangerous product. The egg program inspects eggs for wholesomeness at wholesale and retail levels. The meat inspection program licenses and inspects meat processors. In addition, the agency protects the public from unsanitary or fraudulent practices in custom meat processing and bulk meat sales.

239-4108

JIM Miller

The *Farm Products* section is responsible for the enforcement of statutes licensing those who buy, transport, or store agricultural products produced in Colorado. The agency assures that dealers and state-licensed warehouses are bonded and adequately capitalized.

The *Laboratory Services* section analyzes animal feeds and fertilizer product samples obtained by multiple inspectors in the division, and the lab also analyzes pesticide samples for the Plant Industry Division

Measurement Standards licenses all weighing and measuring devices in commercial use in Colorado and certifies persons operating public scales. The State Standards Laboratory maintains custody of Colorado's official weight and measure standards, and the laboratory provides testing, certification, and calibration of mass, frequency, length, and volume for public and private agencies that require standards traceable to the National Institute of Standards and Technology.

The *Fruit and Vegetable Inspection* program is a cooperative effort by the U.S. Department of Agriculture and the Colorado Department of Agriculture to assure consumers of high quality Colorado produce. The program operates under federal standards, rules, and regulations to provide official inspection, grading, and certification of produce.

Division of Animal Industry

The Division of Animal Industry consists of the following sections.

The *Animal Protection Section* is responsible for the investigation of complaints concerning animal cruelty or neglect. Emphasis is placed on investigation of reports concerning large animals. Investigations of complaints regarding companion animals is accomplished through coordination of volunteer commissioned officers and local law enforcement agencies.

The *Veterinary Section* is charged with minimizing the incidence of livestock disease. Emphasis is given to diseases transmissible

from animals to man and to those diseases not amenable to control by inspection, condemnation, and quarantine. The performance of these functions includes testing for and eradication of brucellosis, and licensing public livestock markets and sales rings and inspecting consigned livestock.

The *Rodent Control Section* provides training, services, and supplies to counties, state and federal agencies, cities, commercial enterprises, and private citizens for the control of all vertebrates that become pests.

The *Predatory Animal Control 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.

The *State/Federal-Brucellosis Laboratory* provides support for disease identification, control and prevention activities. This includes issuance of quarantines. The lab also trains public livestock market veterinarians.

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.

The *Plant and Insect Section* is responsible for sampling and analyzing (at wholesale and retail levels) agricultural seeds to guarantee that weed seed content is within prescribed 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.

The *Pesticides, Applicators and Structural Pest Control Section* is responsible for enforcing 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.

The *Biological Control Section*, commonly referred to as the Insectary, is located in Palisade, Colorado, and is 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.

The Board of Stock Inspection Division

The Brand Inspection Division is governed by the *State Board of Stock Inspection*, which 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.

The Brand Inspection Division records and assesses all brands in the state, and serves violation notices on individuals not complying with brand inspection laws. Included in this Division are the *Colorado Beef Council* and the *Colorado Sheep and Wool Board*.

The *Colorado Beef Council* is composed of eight members appointed by the Governor. The council was established to promote and stimulate (by research, education, advertising, and other methods) the increased and efficient production, distribution, use,

and sale of cattle and beef products. The Colorado beef council is a cash-funded program supported entirely by assessments on cattle producers, packers, purveyors, cattle feeders, and dairymen.

The *Colorado Sheep and Wool Board* is composed of nine members appointed by the Commissioner of Agriculture. The Board promotes the increased and efficient production, distribution, use, and sale of sheep and sheep products. The program is designed to stabilize, maintain, and expand the sheep industry in Colorado and nationwide. This cash funded program is supported entirely by Sheep Producers' check-off fee of 17 cents per head per year.

DEPARTMENT OF CORRECTIONS

**Executive Director
17-1-101**

State Board
of Parole
17-2-201

Division of
Community
Services

Deputy Director
for
Operations

Office of
Inspector
General

Deputy Director
for
Administration

Division of
Adult Services I
17-1-101 (2)

Office of
Clinical Services

Division of
Adult Services II
17-1-101 (2)

Division of
Correctional
Industries

Advisory
Board

Shadow Mountain
Correctional
Facility
24-35-210

Fremont
Correctional
Facility

Arkansas Valley
Correctional
Facility

Denver
Diagnostic Center
24-35-210

Skyline
Correctional
Facility

Centennial
Correctional
Facility

Colorado
Correctional
Center

Delta
Correctional
Center

Prerelease
Center

Four Mile
Correctional
Center

Women's
Correctional
Facility

Rifle
Correctional
Center

Colorado Ter-
ritorial Correction-
al Facility

Limon
Correctional
Facility
24-35-210

Columbine
Correctional
Center

Correctional
Facility at
Buena Vista
17-22-101

Arrowhead
Correctional
Center

Canon
Minimum
Center

Pueblo Women's
Correctional
Center

Colorado
Correctional
Alternative
Program

Division of
Correctional
Education

Advisory
Board

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

The Department of Corrections is responsible for the management, supervision and control of the correctional institutions operated or supported by the state. The mission of the department requires that institutionalized offenders in 18 correctional facilities and 23 community corrections facilities be managed in a safe, humane and legal manner. A 100-bed Colorado Correctional Alternative Program (boot camp) will be activated in 1991 adjacent to the Buena Vista Correctional Facility.

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 responsibility of the state's judicial branch. Community corrections programs are managed through contract by the Department of Public Safety; placements originate from the Department of Corrections for transitional services for inmates being released from prison. Other offenders are assigned directly to community corrections for diversion placement by the Judicial Department. A majority of community corrections programs are privately operated, the others are operated by the counties. Jails are administered by local government. Pretrial release programs may be administered by the courts, sheriffs' departments, local government or private agencies. Within the Executive Branch, the Department of Corrections is responsible for correctional institutions and parole/community services. The Parole Board is organizationally independent of the Department of Corrections and reports to the Governor.

The Department of Corrections was established on August 1, 1977. Its administrative offices are in Colorado Springs. Its correctional facilities are located in Canon City, Buena Vista, Ordway, Delta, Rifle, Golden, Limon, Pueblo, and Denver. Prior to that date, most of the functions of the new department were performed within the Department of Institutions. The department operates 18 correctional facilities housing over 5,500 inmates. Total department inmate jurisdictional population is over 7,700 including on-grounds, off-grounds, out-of-state, escapes, and jail backlog. The caseload for the adult parole function of the department is approximately 2,700.

There are 2,600 state employees within the department working with a budget of \$156 million. There are three statutory divisions within the department, a Division of Adult Services, a Division of Correctional Industries, and a Division of Education. The department created two divisions of adult services in 1987 due to the number of facilities within the adult services area.

Adult Services and Community Services Divisions

The functions performed by these divisions range from 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 health services. The institutional facilities within the divisions are listed in the table on the following page.

Correctional education. The bill establishing the Division of Correctional Education was adopted during the 1990 legislative session. The division is charged with the development and implementation of educational services in correctional facilities and a comprehensive competency-based education program by July 1992.

Pre-release center. The Department opened an 82-bed pre-release center in 1987. Its current population is 164. This center assists minimum custody offenders in preparing to return to the community.

Community corrections. The state contracts with county and private correctional facilities to provide work and substance abuse treatment to offenders returning to the community. The department, through the office of parole and community services refers and monitors transition clients in 23 residential community corrections programs, both public and private, housing up to 600 offenders.

| <u>Facility</u> | <u>Classification</u> |
|---|-----------------------|
| Buena Vista | |
| Buena Vista Correctional Facility | Medium |
| Colorado Correctional Alternative Program | Minimum - Restricted |
| Canon City | |
| Centennial Correctional Facility | Maximum |
| Colo. Terr. Corr. Fac. (Includes Infirm.) | Medium |
| Colo. Women's Correctional Facility | Minimum to Maximum |
| Four Mile Modular Unit | Minimum - Restricted |
| Fremont Correctional Facility | Medium |
| Shadow Mountain Correctional Facility | Close |
| Skyline Correctional Center | Minimum |
| Arrowhead Correctional Center | Minimum - Restricted |
| Pre-Release Center | Minimum - Restricted |
| Delta | |
| Delta Correctional Center | Minimum |
| Denver | |
| Columbine Correctional Facility | Minimum |
| Denver Reception Diagnostic Center | Maximum |
| Golden | |
| Colorado Correctional Center | Minimum |
| Ordway | |
| Arkansas Valley Correctional Facility | Medium |
| Rifle | |
| Rifle Correctional Center | Minimum |
| Limon | |
| Limon Correctional Facility | Medium |
| Pueblo | |
| Women's Correctional Center | Minimum |

Parole. The Division of Community Corrections is responsible for the administration of the state's adult parole program serving nearly 2,700 offenders released by the Board of Parole. The division keeps a complete record for all domestic as well as interstate parolees. The Division of Community Services operates four regions to manage community corrections and parole.

The *State Parole Board*, seven full-time state employees appointed by the Governor, has the responsibility for reviewing and ruling on applications for parole, holding hearings and revoking parole. The board is given discretion to grant or deny parole for those who committed criminal offenses before July 1, 1979, or after July 1, 1985.

The board participates in the department's community placement process by recommending placement for inmates nearing parole release who are in need of transitional services prior to release.

Administration

Administration includes the executive director's office, departmental administration, institutional services, the work program, correctional industries, and the area vocational school.

The correctional industries program includes the production of auto license plates, office furniture, modular office systems, and print shop products as well as agricultural products. State agencies are required to purchase office furniture and office systems as well as printing services from the division unless the price or production time are not competitive with other vendors.

The surplus property function was transferred to the correctional industries program in 1987.

DEPARTMENT OF EDUCATION

**State Board of Education
Article 9 and 22-2-103**

**Commissioner of Education
24-1-115**

**Colorado School
for the Deaf
and the Blind
24-1-115**

**Advisory
Board
22-80-104**

**Advisory
Committee
22-7-103**

**Special Education
Advisory
Committee
22-20-104**

**State Certified
Personnel Performance
Evaluation Council
22-9-105**

**Office of
Educational
Services**

**Office of Library
and Adult Services
24-90-104**

**State Publications
Depository
24-90-201**

**Office of
Management
Services**

**Testing and
Assessment
24-1-115**

**Office of Federal/
State Programs
and Services**

**Professional
Education and
Certification
24-60-104**

THE PRIMARY OBJECTIVES OF THE DEPARTMENT ARE PROVIDING LEADERSHIP AND SUPPORT SERVICES TO LOCAL PUBLIC SCHOOL DISTRICTS; DEVELOPING, PROMOTING, AND DELIVERING ADULT EDUCATION AND 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 176 of these districts in Colorado.

Principal Functions

The functions of the department can be divided into six major programs; half of the programs provide leadership and support services to local districts, libraries, and adult education programs and administration of the School for the Deaf and the Blind. The remaining functions relate to the distribution of dollars for aid programs to local districts.

Department and Library Administration

This activity includes state-level educational policy research, planning, budgeting, budget monitoring, and evaluation, as well as internal administrative services. The department seeks to increase the effectiveness of policy making by school boards and improve the administrative capabilities of districts. Activities include financial and legal consultative services, and assistance with state accountability and accreditation programs. The department also helps local instruction in the areas of adult basic education, curriculum and instruction, health education, community education, education of the

handicapped, education of the disadvantaged, and teacher certification and education.

The library service program performs two distinct statutory duties. With respect to the State Library, the program furnishes or contracts for library services to correctional, residential, and medical institutions operated by the state. It also operates the state library for the blind and physically handicapped. The division is also 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. The State Library also collects and provides public access to materials published by state agencies.

Administration of the State School for the Deaf and the Blind

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, or both, cannot be advantageously educated in the other schools of the state. The school serves both residential and day students with preschool, elementary, and secondary education programs. 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, (the English Language Proficiency Act). Day training is included in education of the developmentally disabled.

Public School Funding

This program provides state funds in accordance with the Public School Finance Act of 1988 and the Transportation Fund Act of 1975 for equalization and preschool, small attendance centers, low income districts, increasing enrollment districts, public school transportation and for contingency reserve. Over \$1 billion in state funds are distributed to local school districts.

Appropriated Sponsored Programs

This activity provides consulting services and program funds to local districts under federal and cash funded programs. In FY 1991 nearly \$112 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 (economically disadvantaged); Chapter 1 and 2, Math Science - Title II, Drug Free Schools; 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

State Board of Health
25-1-103

Office of External Affairs

Executive Director
25-1-102

Office of Health and Environmental Protection

Office of Administration and Support
25-1-103

Office of Health Care and Prevention

Air Pollution Control Division

Air Pollution Control Commission
25-7-104

Water Quality Control Division

Water Quality Control Commission
25-8-201

Plant Operator's Certification Board
25-9-103

Consumer Protection Division

Disease Control and Environmental Epidemiology Division

Hazardous Materials and Waste Management Division

Radiation Control Division

Committee on Hazardous Waste Regulation
25-15-392

Health Facilities Division

Emergency Medical Services

Radiation Advisory Committee
25-11-105

Administrative Services Division

Laboratory Division

Low-Level Radioactive Waste Advisory Committee
24-60-2210

Prevention Programs Division

Alcohol and Drug Abuse Division

Health Statistics and Vital Records Division

Family and Community Health Services Division

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

For administrative purposes, the functions of the Department of Health are grouped within 14 divisions under three offices: Health and Environmental Protection, Health Care and Prevention Services, and Administration Support. The department operates from a \$141.7 million budget and employs 990 people. Over fifty percent of the department funding level comes from the federal government. The nine-member Board of Health adopts rules and regulations to carry out public health laws.

Health and Environmental Protection

This office is responsible for protecting people from excess air and water pollution, toxic waste and radiation in the environment; protecting them against contamination in food, drinking water and consumer products; ensuring adequate sanitation in restaurants and other public facilities; and preventing the spread of communicable disease and assessing health risks from toxic pollutants. These responsibilities are carried out through six major programs summarized below.

Air pollution. The Air Pollution Control Division and its nine-member Air Quality Control Commission is responsible for implementing measures to prevent, control, and reduce significant air pollution problems. The Technical Services Program operates numerous monitors throughout the state to collect data on gaseous and particulate pollutants and conducts special studies and complex computer modeling. The Stationary Sources Control Program issues permits and monitors air pollution sources other than motor vehicles, administers woodstove and fireplace programs and regulates toxic air pollutants including asbestos. The Mobile Sources Control Section administers the AIR (Automobile Inspection and Readjustment) Program which requires annual tailpipe emissions tests of vehicles in several Front Range counties to reduce carbon

monoxide and hydrocarbon levels. The section also administers the Better Air Campaign in the Denver metro area to reduce the levels of carbon monoxide in midwinter. The staff also conducts studies and programs to reduce diesel and other emissions and evaluates fuels with low emission characteristics.

Water quality. The Water Quality Control Commission is a policy-making body with authority for prevention, control, and abatement of water pollution throughout the state. The Water Quality Control Division implements, administers, and enforces water quality management and control programs. The division develops stream classifications and standards and issues permits to those dischargers who must comply with the standards; performs site reviews of new or expanding domestic water treatment facilities; and performs monitoring and other enforcement activities. The division also oversees water quality management planning, manages construction grant programs, and provides technical assistance to local governments. All community drinking water systems must submit self-monitoring reports and meet State Board of Health water quality standards. The division also assists the Plant Operators Certification Board in the certification of water and wastewater treatment plan operators.

Radiation. The Radiation Control function seeks to prevent risks to health from all ionizing radiation sources. This is done through regulatory control of radioactive materials and radiation-producing machines; surveillance and evaluation of nuclear facilities; emergency response to accidents involving radioactive materials; stabilization of uranium mill tailings; and, assessing radioactive materials exposure of individuals occupational accident or environmental contamination. A Rocky Flats program was formed in 1989 in response to safety and environmental concerns at the Jefferson facility. The state monitors environmental concerns.

Hazardous materials and waste. The Hazardous Materials and Waste Management program manages the disposal of hazardous and non-hazardous solid and liquid wastes to prevent pollution of ground and surface water, general nuisance conditions and health hazards. All companies which generate, treat, store, transport or dispose of hazardous wastes must have permits and undergo compliance inspections or face enforcement action and penalties. The staff investigates environmental problems from leaking underground storage tanks and provides technical assistance and information related to hazardous substances incidents. The division assists in the investigation and cleanup of Superfund sites in Colorado and coordinates the state's effort to clean up large uranium mill tailings piles and many smaller contaminated areas.

Disease control and environmental epidemiology. The Disease Control and Environmental Epidemiology Division investigates and controls the spread of infectious diseases and evaluates the occurrence of environmentally related diseases and health risks from toxic substance exposure. The Disease Control Section includes communicable disease control, immunization programs, tuberculosis control, sexually transmitted disease control (including AIDS) and animal-borne disease control programs. The Environmental Epidemiology Section manages a craniosynostosis registry and investigates cases of metal and carbon monoxide poisoning and worksite fractures. The staff identifies and investigates occupational asthma cases and assesses health risks at hazardous waste sites. A birth defects registry has been developed.

Consumer protection. The Consumer Protection Division assures that foods, drugs, milk and other consumer products are safe, properly labeled and free from contamination.

The staff conducts environmental health and safety inspections of public facilities, such as restaurants, schools and child care facilities, controls illicit distribution of prescription drugs and assists in controlling insects that spread disease from animals to humans. The division investigates potential food and drug hazards and provides consultation and assistance to consumers, local health agencies and food-related industries.

Health Care and Prevention

Within this office are programs that assess, regulate and develop the medical care systems of the state and programs that assist communities and individuals in preventing illness, substance abuse, injury, disability and death. Health care services are also provided for groups with special needs.

Health policy, planning and statistics. The division's goals are to contain health care costs 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 Health Statistics and Vital Records Section registers all births, deaths, marriages, and divorces. The section also tabulates, analyzes, and publishes vital statistics and other health data as well as provides statistical services to health programs.

Alcohol and drug abuse. This division is responsible for planning, developing, implementing and advocating needed alcohol and drug abuse services in Colorado, including prevention, intervention, and treatment services. The division contracts for alcohol or drug treatment programs and prevention/intervention programs, certifies substance abuse counselors, handles involuntary commitments into alcohol treatment programs, oversees the methadone treatment program and operates the Colorado State Employee Assistance Program. The staff also oversees the training, certification and evaluation of alcohol and drug abuse evaluators who assess convicted drunk drivers and recommend appropriate treatment to the presiding judge.

Family and community health services. This division includes the following sections: Family Health, Handicapped Children, Family Planning, 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.

The division provides directly or through contractual arrangements, prenatal and maternity care, nutrition education and food supplements, specialized developmental evaluations for children, screening, and preventive care for children.

The Handicapped Children's Program 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.

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 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

This area is responsible for administrative and support services which are common to programs throughout the department: budgeting, accounting, personnel, purchasing, maintenance, printing, and mail services and data processing.

The **Laboratory Division** performs chemical and microbiological analyses of water, milk, food and other consumer products to ensure they are free of contamination; conducts genetic screening of newborns; tests urine and other specimens for drugs; assures that procedures and equipment used to identify drinking drivers are reliable; and conducts other analyses to support public health and environmental protection activities.

The laboratory is responsible for the evaluation and certification of a number of laboratories and serves as a consultant and reference facility for all medical and environmental laboratories in the state. It operates branch laboratories in Grand Junction and Durango.

Health facilities regulation. This division licenses and certifies all health facilities under state statutes and Medicare-Medicaid certification standards when applicable, 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.

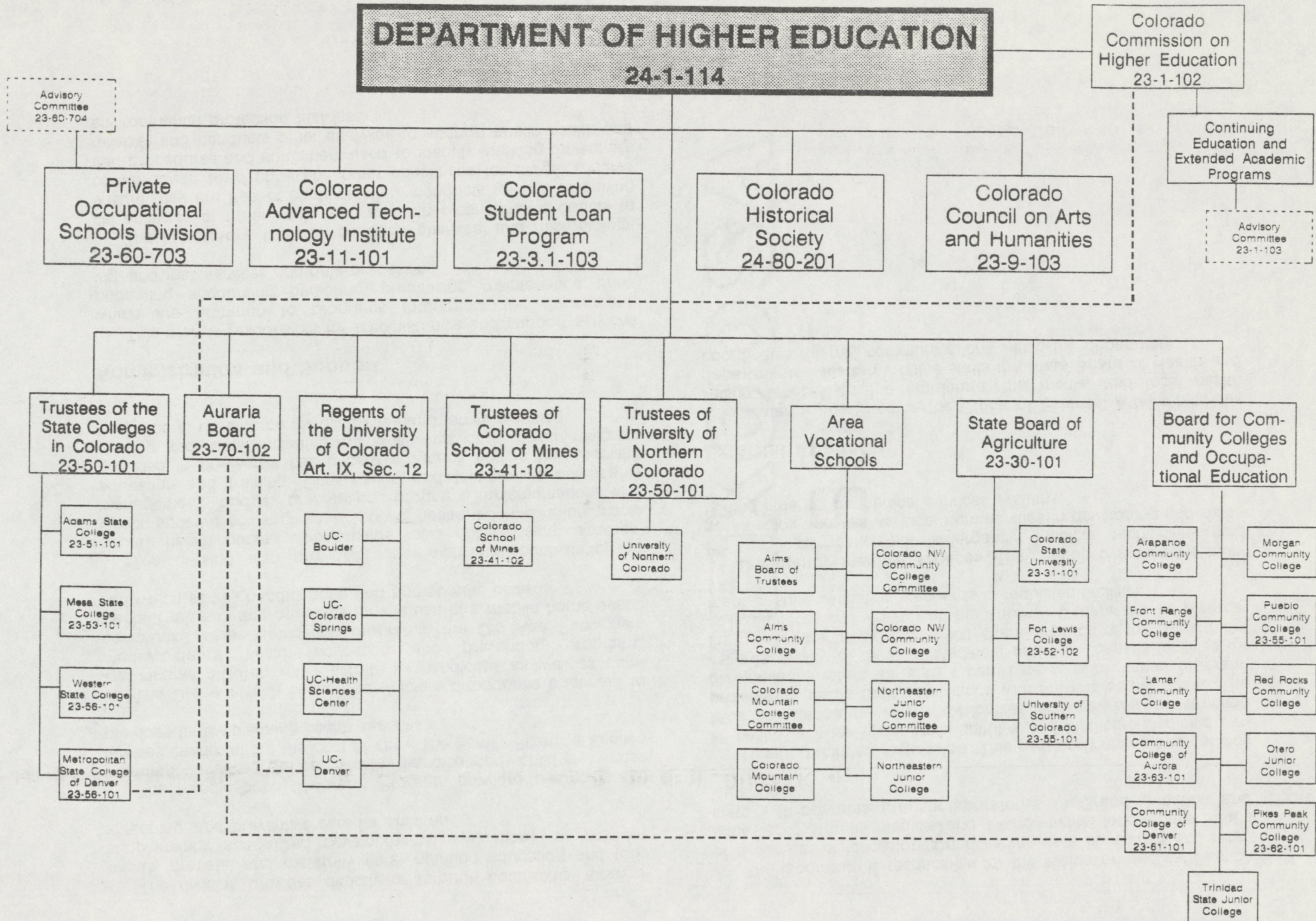
Emergency medical services. The division oversees the training and certification of emergency medical technicians and paramedics and assists local communities in developing and maintaining emergency medical services systems.

External Affairs

As staff to the Director, the **Office of External Affairs** provides liaison services to the legislature, the media, and local health departments. Also, the office staffs the State Board of Health and coordinates internal communications within the department.

DEPARTMENT OF HIGHER EDUCATION

24-1-114



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

The department has a budget of \$934 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, is a 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 Center 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 State Colleges in Colorado* with supervision over Adams State College, Mesa State College, Metropolitan State College of Denver, 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 of Denver, and the University of Colorado-Denver.

The following paragraphs 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 Private Occupational School Division, 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 postsecondary institutions 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 and financial reporting systems; establish budget submission dates; study each budget request to determine consistency with state plans, 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 multiple year capital improvement 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; 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. The commission reports 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 policies for student aid programs 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 waiver 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 methods to encourage participation in the arts and humanities.

State Historical Society

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

Colorado Advanced Technology Institute

Created in 1984, 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 twelve 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.

Private Occupational School Division

In 1990, the General Assembly transferred authority over private occupational schools from SBCCOE to a newly created division. An advisory committee recommends whether a school should be given a certificate of approval and whether approval of new courses or programs should be granted.

No person may solicit or perform services of an agent for a private occupational school without an agent's permit issued by the division (the division may also revoke permits). Schools must obtain a certificate of approval before the schools become operational (again the division may void a certificate). The division also has the power to investigate, appraise and evaluate approved schools to determine accreditation.

The Tuition Assistance Grant Program

The Tuition Assistance Grant Program was established in 1986 and is charged with assisting Colorado high school graduates attending non-pervasively sectarian private institutions of higher education in Colorado. Grants of up to \$1,500/academic year are awarded based on need and merit.

Governing Boards

University of Colorado Board of Regents. Established in 1876, the powers and duties of this nine-member elected board comprise the general supervision of the university and the exclusive control and direction of all funds and appropriations to the school. The board hires the faculty and other officers at the school's several facilities and sets their salaries. The board, by statute, sets tuition levels in accordance with the appropriation set by the General Assembly. The board also establishes courses and programs and confers degrees, imposes and collects rents or charges for the use of buildings and facilities for research purposes, and borrows funds

for the construction of additional facilities. The board is also authorized to conduct a family practice medical training program in coordination with the Department of Institutions.

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

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

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

With respect to the experiment station, the board is given the authority to control federal funds coming to the state for the organization and maintenance of the station.

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

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

The Trustees of the State Colleges in Colorado. This eight-member (including a student) board was established in 1889 as the Trustees of the State Colleges. The trustees have governing

authority over Adams State College, Mesa State College, Metropolitan State College of Denver, and Western State College. This authority includes the appointing of presidents and other officials and faculties of the schools, setting tuitions, prescribing qualifications for admissions, fixing salaries, and other management functions.

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

The Board of Directors of the Auraria Higher Education Center. This board was established in 1974 to plan, initiate, manage, and control the Auraria higher education complex. The Auraria board is not a governing board. The board consists of four members appointed by the Governor and one member each from the boards of the three Auraria institutions -- the Board of Regents of the University of Colorado, the Trustees 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. This eleven-member board now includes a student member and a faculty member of a college of the state system of community colleges. The authority of the 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.
- *Occupational Education* was added to the board's charge in 1986. The board is now required to develop a comprehensive plan for the role of occupational education in support of overall state educational policy.

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

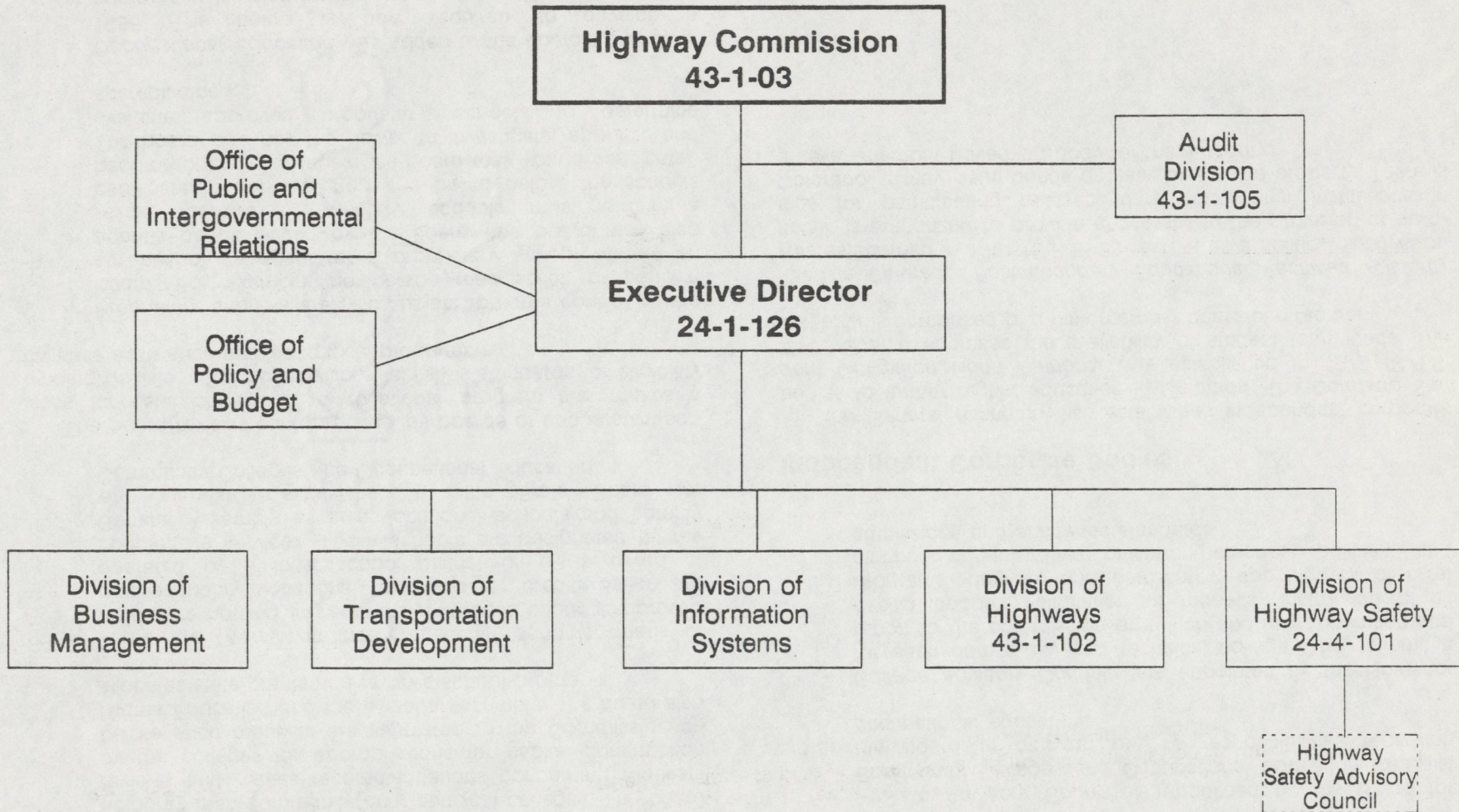
- A *State Advisory Council* is appointed by the Board for Community Colleges and Occupational Education to assist the board in carrying out its responsibilities regarding occupational education.
- *College Advisory Councils* are appointed by the Governor for each community and technical college. They submit a report to the commission on tuition and fees, operating and capital budgets, allocation of moneys; instruction of all programs; degrees and certificates; appointment of chief campus administrative officers; personnel policies; and admissions and academic standards.

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



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

The department supervises and manages Colorado's 9,200 miles of state highways. The State Highway Commission is an eleven-member board appointed by the Governor and confirmed by the Senate to be the policy-making body for 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 commission has authority over 99 percent of the department's budget, with the General Assembly's appropriation authority extending to some aspects of the Executive Director's office, Division of Highway Safety, and Division of Transportation Development. The executive director of the department reports to the commission as well as to the Governor. The department employs 3,180 people and has a budget authorization of \$468 million in FY 1991.

Highway Construction and Maintenance

The Division of Highways designs, constructs and maintains the state's highways, recommends awarding of contracts for their design and construction, and administers contracts. In addition to the central office in Denver, there are six district offices throughout the state, each headed by a district engineer. The division is responsible for maintenance and construction of the state's highway system. It is funded from Highway Users Tax Fund monies appropriated by the highway commission.

Transportation Development

This division provides planning support for highway construction activities. In addition, the division assists local entities in planning services for the elderly and the handicapped.

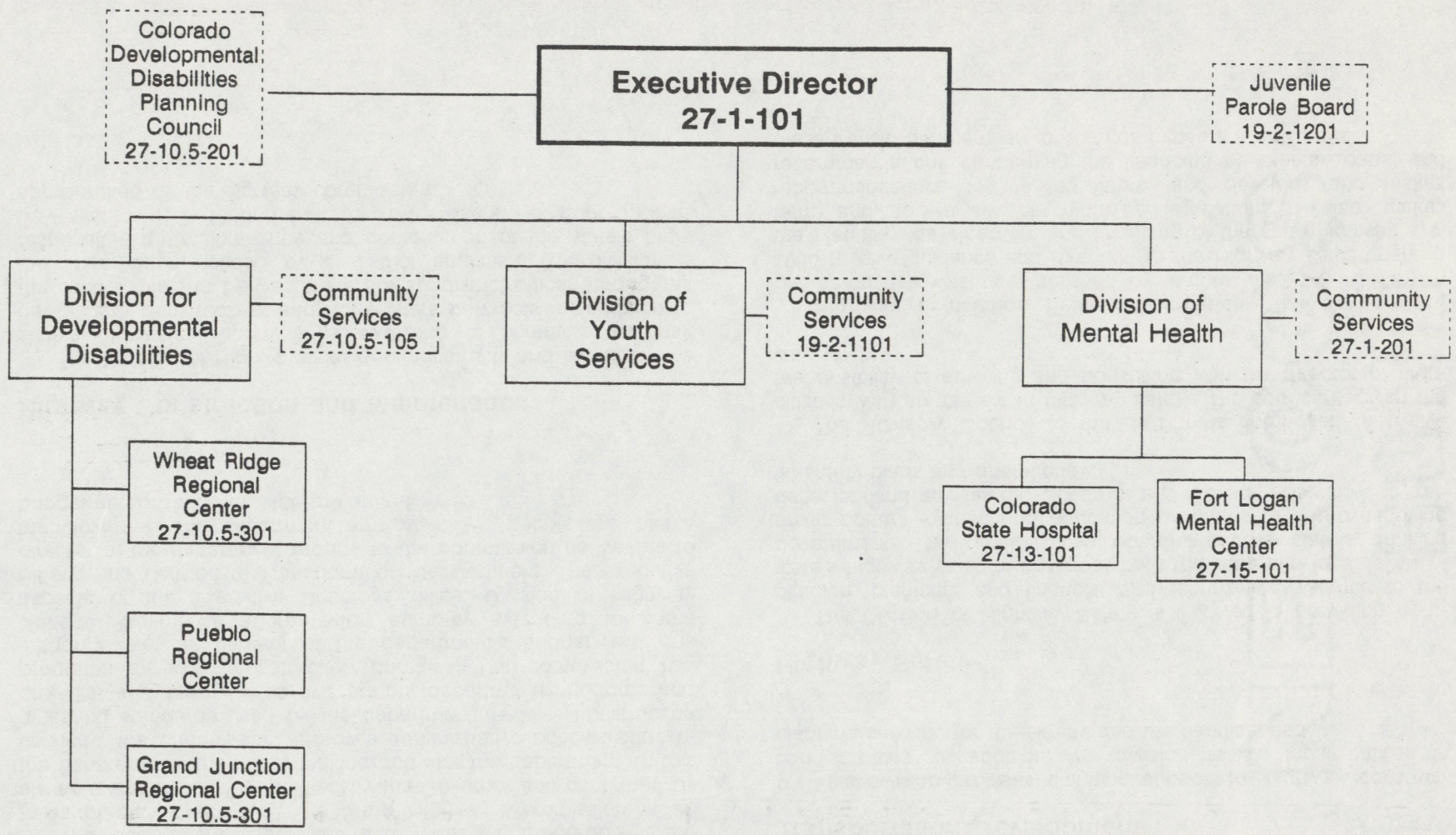
Highway Safety

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 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.

Highway Legislation Review Committee. This eleven-member committee was re-established by statute (43-2-145, C.R.S.) in 1986 to give guidance and direction to the Highway Department in the planning, development and financing of the state highway system, and to review all highway legislation. It also makes recommendations to the legislature, and develops and makes recommendations concerning the financing of streets, roads, and mass transit. Six members of the committee are legislators.

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 ALSO CONTRACTS WITH PRIVATE, NONPROFIT AGENCIES TO PROVIDE COMMUNITY-BASED SERVICES FOR THESE PROGRAMS.

The department operates 14 institutions across the state -- two hospitals for persons with mental illness, three regional centers for persons with developmental disabilities, and ten facilities for juvenile delinquents and for those needing short-term detention. The 1991 budget is \$319 million. The department employs 3,900 persons. 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

In meeting the needs of persons with developmental disabilities in Colorado, the division carries out a statutory duty to administer the three regional centers, and purchase services from twenty community centered boards throughout the state. The division's central administrative office is located at Fort Logan Mental Health Center in Denver. The regional centers serve 680 individuals and the community centered boards serve over 7,400.

Developmental Disabilities Planning 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, adult activities, and vocational activities. Community day program services provide both habilitative and vocational services in structured program settings to persons with developmental disabilities. Community residential

programs provide services of varying intensity on a continuing basis.

Institutional programs. The regional centers are located in Wheat Ridge, Grand Junction, and Pueblo. Facilities at the Wheat Ridge and Grand Junction Regional Centers include on-campus residential units and satellite group homes. The population served by Pueblo Regional Center resides in satellite group homes. The regional centers provide 24-hour residential services, as well as medical, psychiatric, therapeutic, vocational, and educational services.

Mental Health

The Division of Mental Health provides 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 17 mental health centers and clinics throughout the state. Over 90 percent of the clients served in the hospitals will be referred from either the community mental health centers or the court system. 1,900 people are employed within the division. An estimated 63,200 clients are served by the centers and clinics with an additional 6,200 served by the state hospitals.

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 57 county 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. Its role has evolved into that of a second state hospital. It provides a variety of mental health treat-

ment 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 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 Detention Center facilities, the following facilities are used by the department: Adams County Detention Center, Gilliam Juvenile Detention Center, Zebulon Pike Detention Center, Pueblo Youth Center, the Grand Mesa Youth Services Center, and Lathrop Park Youth Camp.

Juvenile Parole

Juveniles committed as delinquents to the Department of Institutions are released from custody by the Juvenile Parole Board, whose seven members are appointed by the Governor with consent of the Senate. The Board is responsible for granting, deferring, suspending, revoking, and setting the terms of parole for these youths.

Once granted parole, a juvenile offender remains under parole supervision from parole officers employed by the Division of Youth Services until parole has been successfully completed and the youth is discharged by the board. For most youths, discharge from

parole occurs approximately two years after commitment, unless the juvenile was committed as an aggravated offender.

DEPARTMENT OF LABOR AND EMPLOYMENT

Executive Director

State Advisory Council

Industrial Appeals Panel

Division of Employment and Training

Workers' Compensation Cost Containment Board

Division of Labor

Field Operations Job Service Centers

Denver Metro Area Job Service Centers

Northern Area Job Service Centers

Southern Area Job Service Centers

Western Area Job Service Centers

Labor Market Information

Area Labor Information

Current Employment Statistics

Test Research

Employment Programs

Labor Exchange

Rural/Certifications

Special Programs

Veterans/Trade Act

Youth Programs

Unemployment Insurance

Unemployment Insurance Appeals

Unemployment Insurance Benefits

Unemployment Insurance Reports

Unemployment Insurance Research

Unemployment Insurance Tax

Medical Cost Containment

Labor Relations/Standards

Boiler Inspection

Self Insurance

Workers Compensation

Oil Inspection

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 FACILITIES AND SERVICES.

To carry out its responsibilities, the department is composed of two major divisions, the Division of Labor and the Division of Employment and Training. The department employs 1,100 people. The budget for the department is \$70.5 million; \$44 million is money from the federal government.

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

Executive Director's Office

In addition to administrative tasks, the office provides program policy coordination of comprehensive and unified delivery of services to clients - employers, employees and the unemployed.

Industrial Claim Appeals Panel. The Industrial Claim Appeals Panel is a quasi-judicial, up to five-member (all attorneys) hearing board. It was established in 1986, and is located in the Department of Labor and Employment. Panel members are appointed by the executive director of the department. The appeals panel has the power to conduct administrative appellate review of any order entered pursuant to disputes arising under the "Workers' Compensation Act of Colorado" and the "Colorado Employment Security Act," and to make a decision on said appeals.

Public Employees Social Security Section negotiates agreements with local governmental entities and modifications to the state's contract for social security coverage.

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 Claim Appeals Panel acts as an appeal or review board from the decisions of the director of the division.

Workers' 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 workers' compensation law have been exhausted. The funds are identified as the Subsequent Injury Fund and the Major Medical Insurance Fund. Both funds are administered by the Division of Labor under rules and regulations adopted by the executive director of the department.

The division administers the Workers' Compensation Self-Insurance program which covers approximately 12 percent of the non-federal employment in Colorado.

Labor standards/relations. State law establishes parameters regarding prevailing wages, working conditions, and labor relations in the private sector. Resolution of disputes is the primary function of the division which offers an alternative to court action. 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.

Public 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) underground storage tanks; d) the operation of carnivals and amusement parks, e) transportation, manufacture and sale of explosives; and f) 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. Most employment services are available through job service centers located throughout Colorado. The major programs administered by the division may be summarized as follows:

- the employment service program which is designed to assist job seekers find suitable employment and to assist employers in hiring suitable workers;
- unemployment insurance 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 Job Corps which provides training to help disadvantaged youth ages 16-21 develop skills necessary for employment;
- the Summer Job Hunt Program which provides summer employment opportunities to all youth ages 16-21;
- the local Veterans Employment Representative Program and the Disabled Veterans Outreach program providing employment services for both disabled and all other veterans;
- the housing inspection service in support of the employment of temporary agricultural workers and sheep herders;
- the labor certification program for initial processing of requests for alien workers;
- certification for employers hiring workers eligible for targeted jobs tax credits;
- the trade act program which provides retraining and extended unemployment insurance benefits to workers who

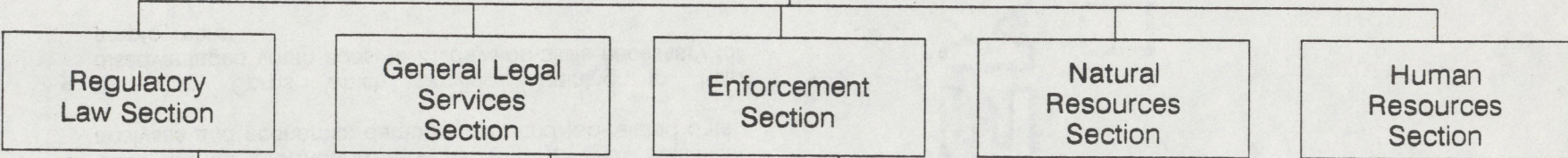
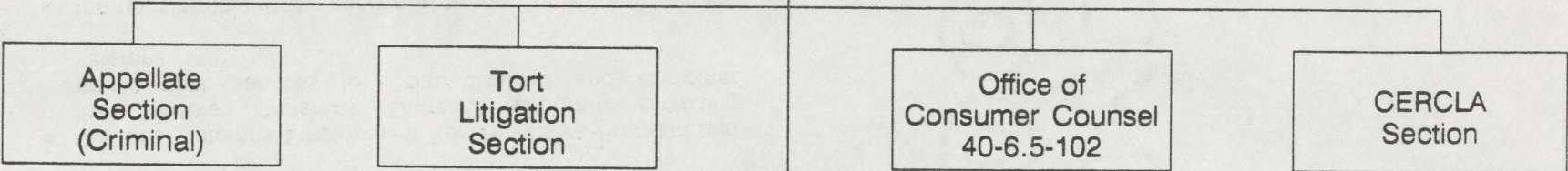
lose their jobs or whose hours of work are reduced as a result of increased foreign imports;

- the displaced homemaker program which provides services/counseling, job development and placement, etc., to individuals whose financial support is lost due to divorce, separation, or disability of the supporting member; and
- the layoff assistance program which is a customized package of services provided to employees affected by a layoff or business closing.

DEPARTMENT OF LAW

Office of the Attorney General
 24-31-101
Chief Deputy Attorney General
Solicitor General

Administration



Agriculture
P.U.C. and
Financial
Institutions

Health
Professions

Licensing

Elected
Officials and
Local Affairs

Corrections
Grievance
Officer

Contracts

Revenue

Business
Regulation

Medicaid
Fraud
Control Unit

Special
Prosecutions

U.C.C.C. and
Collection
Agency Board
5-6-103 and
12-14-103

Environmental

Federal and
Interstate
Water

Water

Highways

Hazardous
and Solid
Waste

Corrections
Institutions
and Public
Safety

Education

Labor and
Employment,
Personnel
Civil Rights

Social
Services
and Health

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 \$20.2 million and employs 275 people. All state agencies may receive legal services from the Department of Law in accordance with the specific budget of that 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

Created July 1, 1984, the office 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 office also represents consumers in the courts on appeals from decisions of the PUC. The head of the office is appointed by the attorney general.

Enforcement

The Enforcement Section contains four 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 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

This section represents and gives legal advice to state agencies and those departments headed by elected state officials. 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, Personnel, Regulatory Agencies, Military Affairs, Local Affairs, Civil Rights Division, State Patrol, Colorado Bureau of Investigation, Division of Criminal Justice, PERA, and Electrical and Plumbers Board.

Appellate

The primary function of this unit is to represent in criminal matters the state's interests in the appellate courts of the state and in the federal courts. In addition, the unit represents state agencies and officials on a selective basis in civil appeals.

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, and the environmental programs at the Department of Health.

CERCLA Litigation

This section was created in 1983 to prosecute seven large lawsuits filed by the state to clean up hazardous waste sites in Colorado. CERCLA is the Federal Comprehensive Environmental Response Compensation and Liability Act. The section also represents the legal interests of the state in recovering damages for injury to the state's natural resources under CERCLA and related federal and state environmental statutes. A Natural Resource Damage Recovery Fund has been established to replace the CERCLA Recovery Fund which expired by statute January 1, 1990.

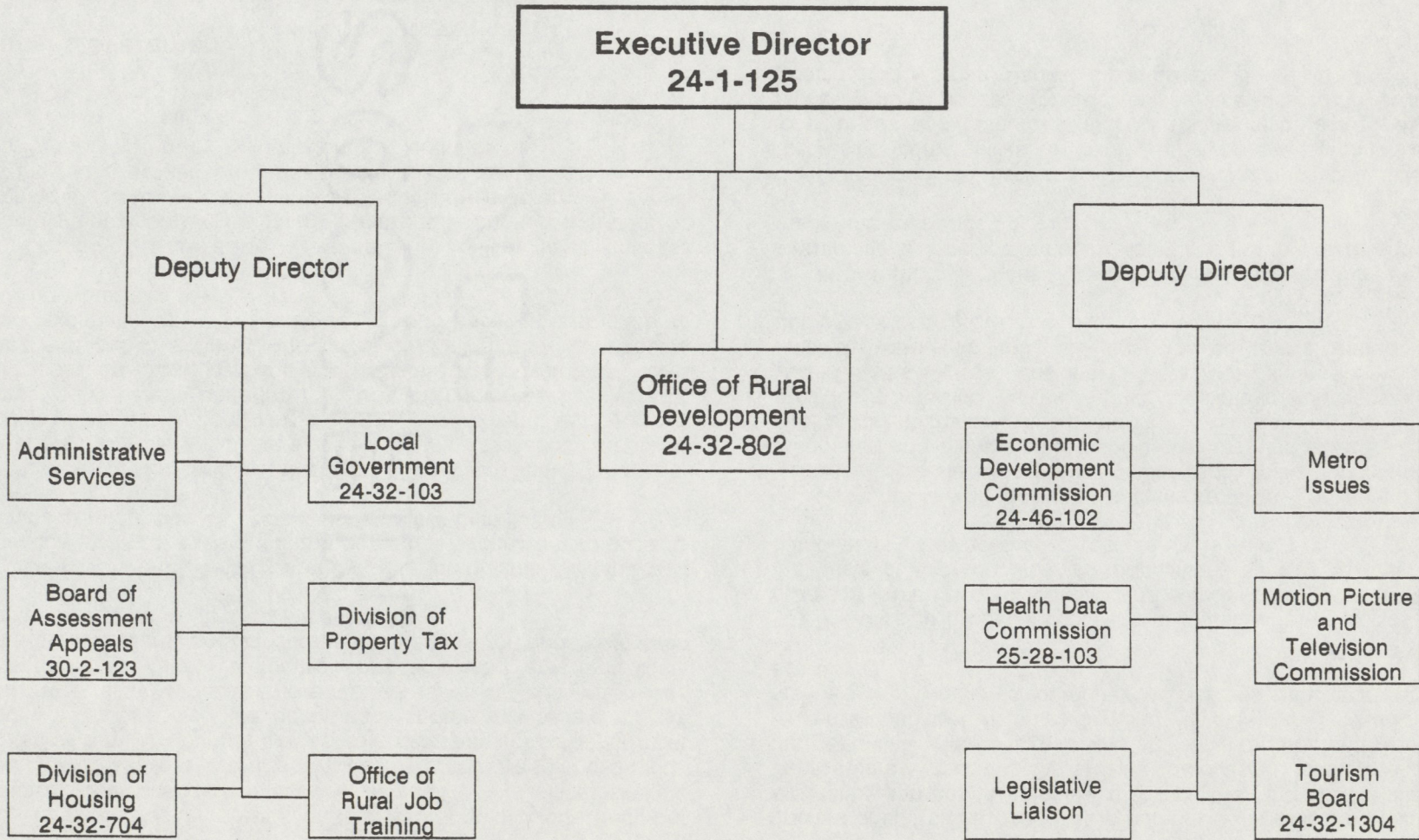
Regulatory Law Section

The Regulatory Law Section represents the various boards and commissions within the Department of Regulatory Agencies (excluding Civil Rights Division and electrical and plumbing boards), plus the Department of Agriculture.

Tort Litigation Section

With the establishment of state self-insurance by the legislature in 1985, the DOL was designated to represent the state in liability cases.

DEPARTMENT OF LOCAL AFFAIRS



THE PRIMARY FUNCTIONS OF THE DEPARTMENT ARE TO HELP BUILD COMMUNITY CAPACITY THROUGH A VARIETY OF DEVELOPMENT ACTIVITIES INVOLVING TRAINING, TECHNICAL AND FINANCIAL ASSISTANCE AND ADVOCACY.

The department consists of four statutory divisions and four statutory boards and commissions. In addition five offices provide coordinated services with the divisions. A little more than two-thirds of its \$94.5 million budget comes from cash funds. The department employs 230 people. The department coordinates several offices working directly with local governments to create and retain jobs throughout the state. It focuses on stimulating area and local development plans, and serving as a state research and information center for the public and private sector.

Office of Rural Development. The Office of Rural Development provides technical assistance and community improvement projects in rural communities with populations of less than 5,000.

Office of Financial Assistance Services. The agency administers a variety of state and federal assistance programs designed to assist communities, local governments, and low income individuals in bettering their present circumstances. Grants and loans are made, generally to units of local government, for a variety of public services and facilities ranging from low income work experience for disadvantaged youth to public infrastructure including water and sewage treatment facilities.

Office of Rural Job Training. The office helps increase employment opportunities for rural citizens through specialized job training opportunities and remedial education programs. It serves as the grant recipient/programs administrator for the federal Job Training Partnership Act in 45 rural Colorado counties.

Local Government

The **Division of Local Government** provides assistance to strengthen local government leadership and administrative capacities, and provides information to local governments to

operate effectively. It generates a number 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 technical help is provided in the form of workshops, manuals and brochures, computer access and data, and personal assistance.

The division 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.

Geographic and demographic information. The state division is responsible for the development and management of the automated and manual cartographic systems, and a variety of special purpose maps. The demographic section of the division provides population estimates and projections, functions as the United States Census - designated State Data Center, and works extensively with state and local agencies on special and on-going demographic projects.

Information services. The division maintains libraries on planning matters, local government finances, and on state and local maps and mapping.

Office of Field Services. The office is comprised of field staff that assist communities to identify, analyze and set priorities for local needs and resources, and to secure resources to address higher priority needs. Six field offices are located in Loveland, Pueblo, Fort Morgan, Denver, Durango and Grand Junction.

Housing

The **Division of Housing** provides support and coordination for lower-income housing efforts within the state and assures construc-

tion safety in factory-built housing sold in the state. It is assigned the following responsibilities:

- 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;
- 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;
- ensure the safety of occupants of camper trailers and camper coaches through the enforcement of rules and regulations established by the State Housing Board;
- provide technical assistance to building officials, counties and municipalities which have building codes and to develop energy efficiency, construction and renovation performance standards;
- administer uniform safety construction standards for hotels, motels and multi-family dwellings in areas of the state with no locally-adopted codes;
- 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 nonprofit agencies and corporations; and
- administer loans to local housing authorities and public and private nonprofit 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.

Property Taxation

Three programs further the work of the **Division of Property Taxation** in implementing its role of assessor and enforcer as well as 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 government officials and staffs; educational programs for local government personnel; research, development and publication of valuation guidelines; and assessment equalization studies.

Other property tax functions attached administratively to the department are listed below.

State Board of Equalization. Consisting of the Governor, the Speaker of the House, President of the Senate, and two members 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. The board supervises the Property Tax Administrator. The board 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 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 on complaints filed by the property tax administrator or upon petition by any tax levying authority in Colorado concerning valuations for assessment. It can issue orders for compliance to a county assessor or a county board of equalization enforceable in the district courts.

Commissions and Boards

A six member **Colorado Economic Development Commission** was established by the General Assembly in 1987 to encourage, promote, and stimulate economic development in Colorado. As a part of that general responsibility the commission develops guidelines regarding the expenditure of funds for economic incentives and marketing; reviews the economic needs of various geographic regions; and identifies businesses that need economic support.

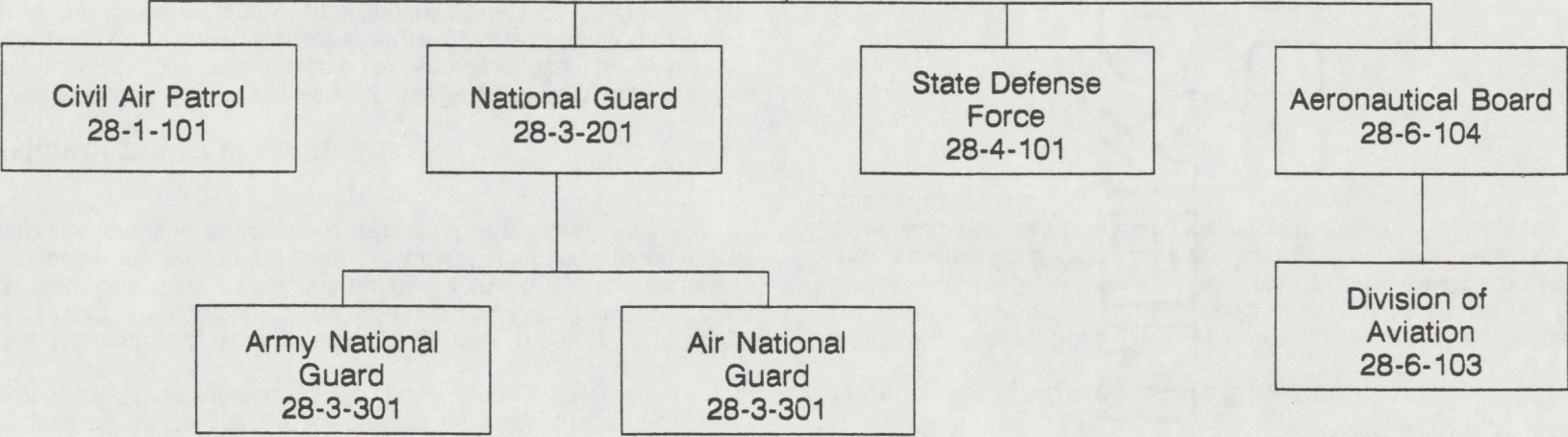
The seven-member **Health Data Commission** was created in 1985 to act as a statewide health data clearing house for the acquisition and dissemination of data from health care providers, the state medicaid program, third-party payers, and other appropriate sources. The purpose of collecting and disseminating data is to encourage competition in the health care industry and informed decisions by users.

The **Motion Picture and Television Commission** promotes the use of locations in Colorado for the filming of motion pictures, television programs, commercials and special projects.

The **Colorado Tourism Board** works to improve the state's economy by promoting Colorado as a vacation destination. 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 promotional groups. The board disburses the funds generated by a statewide sales tax on tourist-related activities.

DEPARTMENT OF MILITARY AFFAIRS

**Adjutant General
24-1-127**



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

The Department of Military Affairs consists of four divisions: the National Guard, the Civil Air Patrol, the Aviation Division, and the Colorado State Defense Force. The department, headed by the state adjutant general, has a \$71.5 million budget of which \$69.9 million is federal funds.

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. The department maintains more than 100 buildings at 24 locations throughout the state.

Division of the National Guard

The National Guard consists of the Army Guard and the Air Guard with a total membership exceeding 5,000. 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.

Aviation Division

The Aviation Division and an Aeronautical Board were established by legislative enactment in 1988. Their duties include the promotion of aviation safety, development of a state aviation system plan, and providing advisory assistance to airports, and aeronautical education.

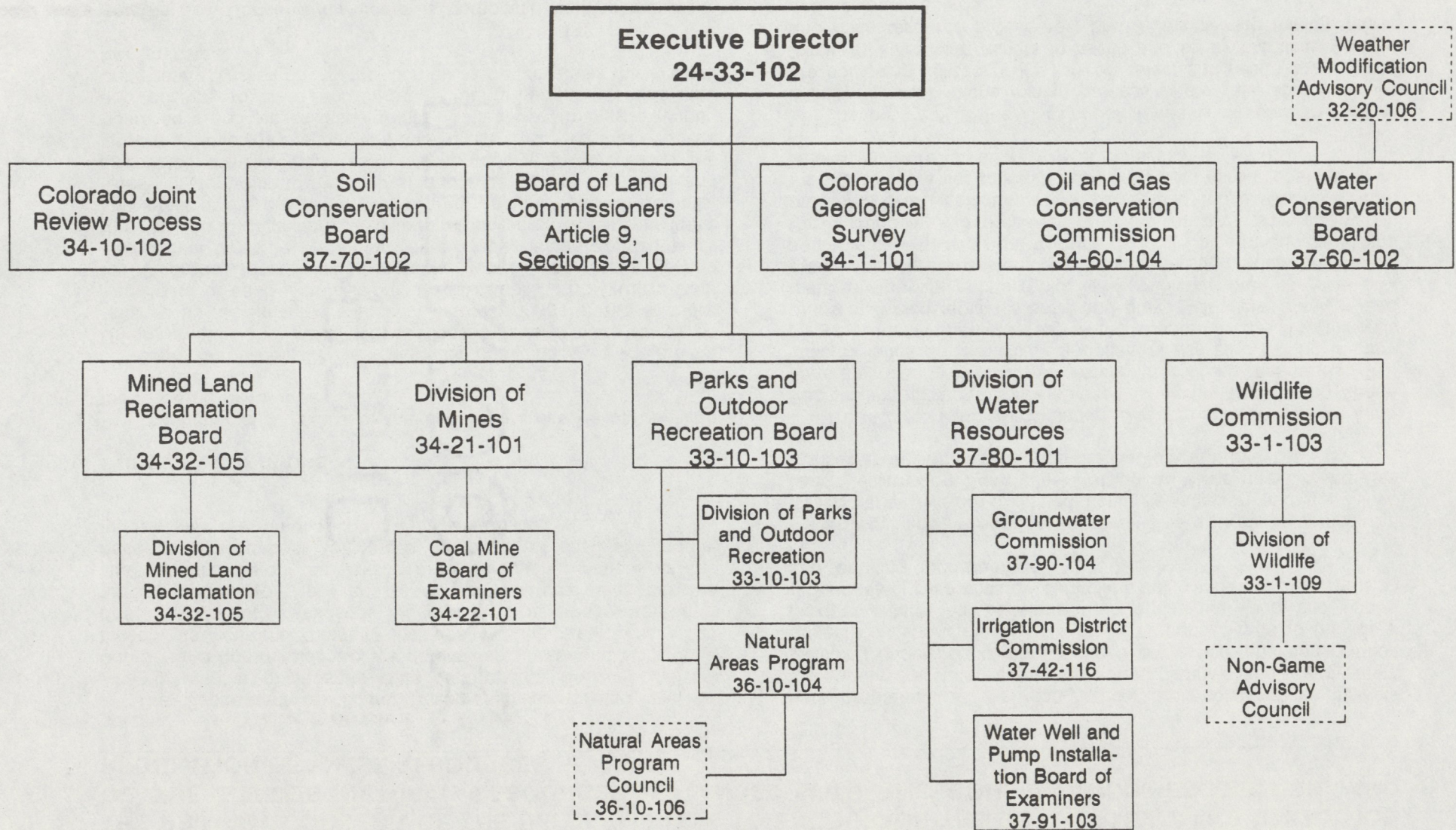
Division of Civil Air Patrol

This federally funded voluntary auxiliary of the U.S. Air Force provides air search missions for lost hunters, hikers, and downed aircraft; transports supplies and personnel to disaster areas; and trains members of the patrol. The 1,700 patrol members provide aerospace education and maintain a program for teenaged cadets. The division's activities are directed by one state employee.

Division of Colorado State Defense Force

The Colorado State Defense Force is the organized militia for the state of Colorado in time of national emergency. It has not been activated in modern memory. The defense force may be organized and maintained by the Governor at any time. The state defense force would be composed of citizens of the state who volunteer and qualify for service.

DEPARTMENT OF NATURAL RESOURCES



THE PRIMARY CONCERN OF THE DEPARTMENT IS TO ENCOURAGE THE DEVELOPMENT AND UTILIZATION OF THE STATE'S NATURAL RESOURCES, BALANCED WITH THE CONSERVATION, PROTECTION, AND REGULATION OF THESE RESOURCES.

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 1,300 employees. The department's budget exceeds \$77 million. The primary source of funding comes from fees and other 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. There are ten divisions in the department.

Principal Functions

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

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 Article IX of the Colorado Constitution 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 of commissioners is to promote the highest and best use of state land and also obtain the maximum return in income for eight trust funds, the largest of which is the public school trust fund. To this end, the board sells and leases land, grants rights-of-way, manages timber, and collects royalties and rents. During the last decade, approximately two-thirds of the commission's revenues have been from minerals.

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. In short, 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 Division of Mined Land Reclamation and the Mined Land Reclamation Board, the Division of Mines, the Oil and Gas Conservation Commission, and the Geological Survey.

The *Mined Land Reclamation Division* and the *Mined Land Reclamation Board* enforce statutes to ensure that mining operations are conducted in an environmentally sound manner and that affected lands are available for beneficial use after mining is completed. The division's three major programs are the minerals program, which regulates sand and gravel, oil shale, uranium, and metal mining operations (gold, silver, molybdenum); the coal program, which is administered by the state through federal grants and agreements with oversight from the federal Office of Surface Mining Reclamation and Enforcement; and the inactive mine reclamation program, which safeguards the public and the environment from the most severe impacts and hazards of past mining operations, including major reclamation work at old sites.

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 Coal Mine Board of Examiners issues and revokes certificates of competency to work in coal mines.

The *Oil and Gas Conservation Commission*, a six member board appointed by the Governor, regulates the oil and gas industry by administering 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 protect the public safety and health and environment from pollution. The commission is funded primarily by a levy on the market value of oil and gas.

The *Colorado Geological Survey* advises government agencies on geological problems; promotes economic mineral development; inventories and analyzes the state's mineral resources; identifies natural geologic hazards; collects geologic information; and publishes reports, maps, and bulletins. The survey reviews private development plans for county governments, evaluates school sites for school districts, studies hazardous waste sites for the Department of Health, and evaluates other proposed land uses for state and local government agencies.

The Geological Survey also houses the Colorado Avalanche Information Center, which monitors avalanche conditions, alerts the public to avalanche dangers through media announcements, and makes presentations to educate the public about avalanches.

Water resources. The water resources function of the department consists of developing water policy - a responsibility of the Water Conservation Board - and administering and distributing the state's water supply - a responsibility of the Division of Water Resources, more commonly known as the State Engineer's Office.

The *Water Conservation Board* is the state's primary water policy and planning agency. The activities of the board include studying and evaluating 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 board consists of fourteen members appointed by the Governor.

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, legislation, and court decrees under the doctrine of prior appropriation.

The division implements programs concerning dam safety; 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*.

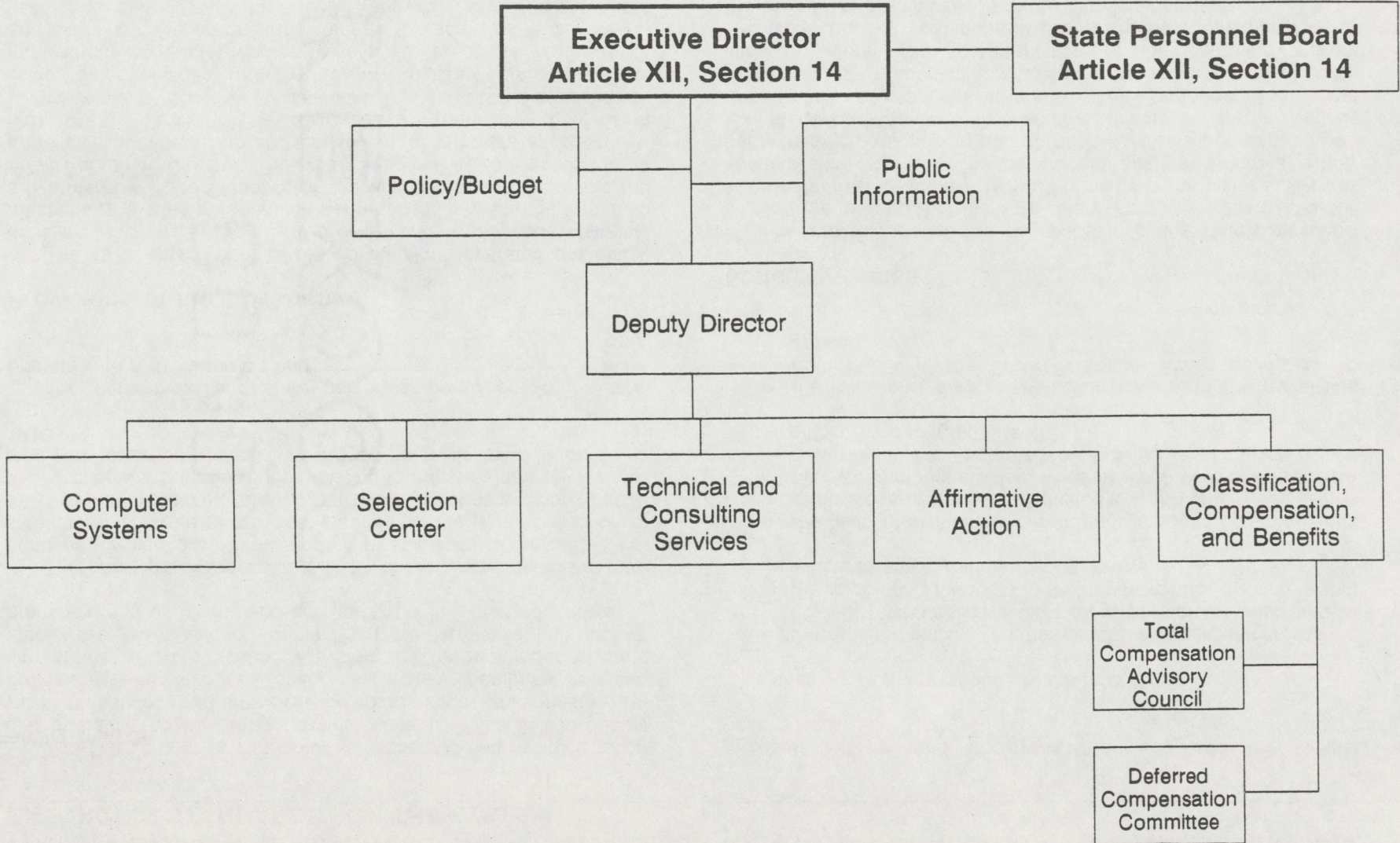
The purpose of Colorado's game and nongame wildlife program is to prevent the decline of wildlife species, maintain the numbers and distribution of wildlife species consistent with public demand, acquire habitat, and facilitate public use and enjoyment of all wildlife species in such a way that persons have an opportunity to participate in wildlife recreation or use. Colorado has 113 species of sport game, 100 species of sport fish and 750 species of nongame wildlife.

The Division of Wildlife is under the authority of the Wildlife Commission, an eight-member board appointed by the Governor. The Division of Wildlife carries out the Wildlife Commission's policies and enforces its rules, regulations, and orders. It manages over 250 wildlife areas, covering over 264,000 acres; does extensive research on fish and wildlife; and attempts to develop a public awareness of the issues of wildlife management, the importance of preserving habitat, and the reasons for wildlife regulations. It also recommends levels of minimum stream flows and permanent pools to the Colorado Water Conservation Board.

To meet the recreational needs of the eight million people that visit Colorado, the Division of Parks and Outdoor Recreation plans, acquires, develops, operates, and maintains a system of 36 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, licensing or certification of boats, snowmobiles, river outfitters, and off-highway vehicles.

The division coordinates a statewide trails system, mechanized and non-mechanized, with federal and local trails. The Natural Areas Program, a system for identifying and seeking protection of unique natural areas, is operated by the division.

DEPARTMENT OF PERSONNEL



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

The Department of Personnel is responsible for administration and operation of the state personnel system. Of the 55,000 people working full or part-time for Colorado state government, approximately 27,000 are within the state's personnel system, sometimes called civil service system. (The remainder of state employees are employed primarily in the legislative and judicial branches, and as faculty and administrators in higher education.)

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.

The department and state personnel board employ 96 and operate with a \$13.6 million budget.

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, generally 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, 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 and high level administrators 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 action rests with the appointing authority, with the State Personnel Board acting as an appeals body.

Statutory Duties

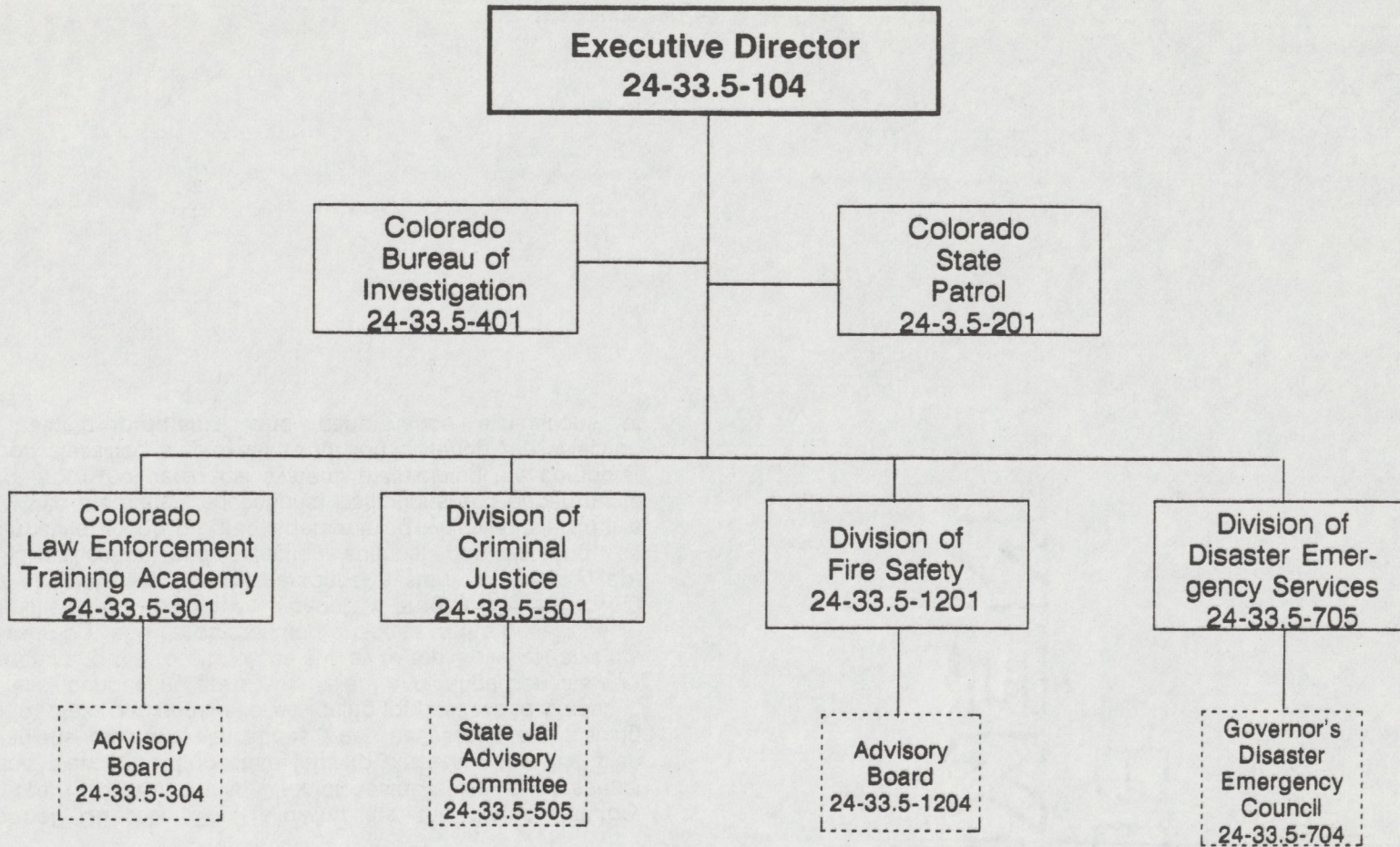
The statutory duties for the operation of the state's personnel system are divided between the State Personnel Board and the State Personnel Director. A revision of many of the major duties was accomplished in 1984. The department operates under a largely decentralized personnel system through contracts between the personnel director and the executive directors of the various departments of state government. The Personnel Board and department are responsible primarily for the establishment of policy and procedures for implementation of the personnel system statewide; the principal departments are generally responsible for the day-to-day administration of the personnel system.

Personnel Board. The board is charged in general with the provision of fair and timely resolution of cases concerning disciplinary and other adverse actions and grievances; the establishment

of probationary employment periods; the setting of standards of performance and conduct; adoption of a uniform grievance procedure for employees within the system; and the hearing of employee appeals on disciplinary actions taken by appointing authorities. The board is authorized to hire its own hearing officers.

Personnel Director. The following are the major statutory duties of the State Personnel Director: establishing a personnel classification plan; allocating state jobs to classes within the plan and revising the plan and allocations when necessary; establishing pay plans for state personnel and assigning job classes to grades in the pay plans; conducting an annual salary and fringe benefits survey and submitting the results of the survey to the Governor and the General Assembly, and recommending changes to the benefit package; administering employee benefit programs; approving temporary appointments to the personnel system; processing appeals of classification and selection actions; administering the state's affirmative action program; determining which administrative positions within the state's educational institutions and departments are exempt from the personnel system; maintaining the computer database on classified employees; and administering the selection process, training programs, and performance evaluations of employees.

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 AGENCIES, 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 and the Colorado Safety Institute, new agencies, were established. The department employs 967 and operates on a budget of \$77.2 million.

Colorado State 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; serving warrants; making arrests; enforcing criminal law as relates to highways; providing motorist assists; presenting safety and educational programs; policing the state fair; providing executive and legislative security; improving motor carrier safety; stopping vehicles to examine permits for the carrying of livestock; routing of hazardous materials; and enforcement of hazardous and nuclear transportation.

The patrol employs 750 people and is almost wholly funded by the Highway Users Tax Fund.

Law Enforcement Training Academy (CLETA)

The Colorado Law Enforcement Training Academy (CLETA) provides training to 3,500 peace officers annually. Courses offered by the Academy range from basic training to a variety of advanced courses including management, criminal investigations, and dealing with victims. These courses are designed to: (1) prepare an individual to perform the basic functions of peace officers; (2) upgrade the skill levels of peace officers; (3) prepare officers to accept new responsibilities; and (4) equip peace officers with a variety of supervisory and managerial skills.

Although its primary mission is that of training, CLETA also provides staff assistance to the Peace Officer Standards and Training Board. It is the function of this board to certify peace officers, instructors, and training academies. The academy staff works with the board to insure that standards promulgated by the board are met by the law enforcement community.

Another responsibility of the academy is to provide technical assistance to training agencies. Academy staff members assist in developing training programs and in meeting the standards set by the board. As part of its technical assistance, CLETA also produces and distributes audio visual aids and a variety of other training materials which can be used by agencies to train their personnel.

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 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; has the authority to investigate organized crime activities which transcend local jurisdictions; and is responsible for investigating other suspected criminal activity when directed by the Governor.

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

Criminal Justice

The primary purpose of the Division of Criminal Justice is to work for improvements in the criminal justice system. The division's budget exceeds \$23 million in FY 1991.

The division is divided into three offices. The Office of Research and Statistics is responsible for major research projects as well as the state prison population projections. The Office of Community Corrections is responsible for 24 community corrections programs statewide. These programs have a combined capacity of 1,200 beds with space for 800 additional outpatient slots. The division provides funding, sets program standards and audits the programs to help ensure that the standards are met.

The Office of Programs and Grants is responsible for several federal funding programs. It administers the federal anti-drug

money and makes grants to local criminal justice agencies. Programs funded include undercover drug interdiction programs, prosecution management programs, and jail drug testing programs. The division distributes over \$3 million to local criminal justice agencies and over \$500,000 each year to juvenile programs. The division also administers the Federal Victim Compensation and Assistance Programs, which provide over \$2 million annually to victims of crime and to programs serving victims of crime.

Disaster Emergency Services

The Division of Disaster Emergency Services is responsible for the state's Comprehensive Emergency Management program. By state statute the division is charged with the preparation and maintenance of a state emergency operations plan to reduce the vulnerability of its citizens to injury, loss of life, and damage to property resulting from a disaster-emergency. The plan covers activities across the four phases of emergency management; preparedness, response, recovery, and mitigation. It addresses potential impacts which could occur as a result of natural, technological, and national security disaster-emergency incidents. The plan includes coordination of federal, state, and local as well as private relief disaster-emergency activities and the assistance process.

The division is responsible for determining the needs of the state for emergency equipment as necessary; maintaining a viable statewide search and rescue operational system; and advising the various departments of state government of emergency management issues as they affect the ongoing programs of these departments.

The division is largely federally funded through federal civil defense appropriations and, therefore the staffing patterns of the division vary from time to time, depending on federal program emphasis. Currently, the staff is comprised of some 32 employees -- 19 are 100 percent federal funded and 13 are 50 percent federal and 50 percent state match funded.

State statute provides for a Governor's Disaster Emergency Council consisting of not more than nine members to include the

Attorney General, the Adjutant General, and the Executive Directors of the following departments: Highways, Public Safety, Natural Resources, Health, Agriculture, and Local Affairs. The latter three being appointed by Executive Order. The council meets at the call of the Governor to advise him and the director of the division on matters pertaining to emergency management, the declaration of disaster-emergencies and disaster-emergency 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, and the registration program for fire suppression contractors. The Voluntary Hazardous Materials Incident Responder Certification Program is also under the realm of the Division of Fire Safety.

A nine-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.

The director of Fire Safety is also the State Fire Training Director and coordinates the National Fire Academy Program.

Colorado Safety Institute

The purpose of the Colorado Safety Institute is to provide instruction in safety procedures and emergency response techniques to all persons who may be involved in the transportation of hazardous materials and the cleanup of any accident sites that involve a spillage or release of hazardous materials. Its activities are coordinated closely with those of the Colorado State Patrol. The institute was created by legislative enactment in 1987.

DEPARTMENT OF REGULATORY AGENCIES

**Executive Director
24-34-101**

Office of
Regulatory
Reform
24-34-903

Office of
Certification

Executive Order

| | | | | | |
|------------------------------------|---|---|--------------------------------------|--|--|
| Division of Banking 11-2-102 | Division of Administrative Services 24-1-107 | Division of Financial Services 11-44-101 | Division of Insurance 10-1-103 | Public Utilities Commission 40-2-101 | Division of Civil Rights 24-34-303 |
|------------------------------------|---|---|--------------------------------------|--|--|

Banking
Board
11-2-102

Division of
Real Estate
24-1-122

Division of
Racing Events
12-60-102

Division of
Registrations
24-1-122

Division of
Securities
11-51-103

Colorado
Civil Rights
Commission
24-34-303

Real Estate
Commission
12-61-105

Board of
Real Estate
Appraisers
12-61-703

Colorado
Racing
Commission
12-60-102

Acupuncturist
Registration
12-29.5-104

State Board of
Accountancy
12-2-103

State Board of
Examiners of
Architects
12-4-103

State Board of
Barbers and
Cosmetologists
12-8-104

State Board of
Registration for Professional
Engineers and
Land Surveyors
12-25-106

State Board of
Chiropractic
Examiners
12-33-103

State Board of
Dental
Examiners
12-35-104

State
Electrical
Board
12-23-102

State
Grievance
Board
12-43-702

Manufactured
Housing Licens-
ing Board
12-51.5-102

State Board of
Marriage and
Family Therapist
Examiners
12-43-802

State Board of
Medical
Examiners
12-36-103

State Board
of Nursing
12-38-104

Psychiatric
Technicians
Advisory Board
12-38-106

Board of Ex-
aminers of
Nursing Home
Administrators
12-39-104

State Board of
Optometric
Examiners
12-40-106

Outfitter
Registration
12-55.5-103

Passenger
Tramway
Safety Board
25-5-703

Advisory
Committee
12-38-108

State Board of
Pharmacy
12-22-103

Examining
Board of
Plumbers
12-58-103

Colorado
Podiatry
Board
12-32-103

State Board of
Licensed Profes-
sional Counselor
Examiners
12-43-602

Physical
Therapy
Registration
12-41-109

Physical Therapy
Advisory
Committee
12-41-108

State Board of
Psychologist
Examiners
12-43-302

State Board of
Social Work
Examiners
12-43-402

State Board of
Veterinary
Medicine
12-64-105

Physical
Therapy
Registration
12-41-109

Physical Therapy
Advisory
Committee
12-41-108

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

The department employs 510 people and operates with a \$32.8 million budget. Nine divisions regulate industries, businesses and individuals. Four of the divisions are cash funded. 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 or less; succeeding review cycles are ten years or less 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 and sunrise evaluations which examine the need for regulation of any occupation seeking to be regulated.

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 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 office also certifies disadvantaged business enterprises.

The *Division of Registrations* is an umbrella agency where expenditure, receipt, budgetary and personnel accounts and records are maintained for the 23 boards of registration within the division in addition to registration activities for acupuncturists, outfitters and physical therapists. 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, but all the boards have at least one public member. 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 *Banking Board* is the policy-making and rule-making authority for the division. The banking commissioner is the administrative head of the *Division of Banking*. The board may delegate its powers and duties to the commissioner. The board authority includes the charter of new banks, rule making, examination of industrial banks and commercial banks, trust companies, and debt adjusters. The board 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 industrial banks, trust companies and commercial banks.

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 ballbondsmen, motor clubs, fraternal benefit societies, cemeteries, and self-insurance pools for Colorado school districts.

The basic objectives of the *Division of Financial Services* are to determine the solvency of state-chartered savings and loan associations and credit unions 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 also regulates small business development credit corporations.

The *Division of Securities* examines and licenses state securities companies, broker-dealers and sales representatives, and registers securities to be offered for sale in connection with a public distribution in Colorado. The division spends most of its time investigating and enforcing the anti-fraud provisions of the securities law.

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: transportation and utilities. There are three PUC commissioners. They are appointed by the Governor for overlapping six-year terms. The commission's executive secretary is appointed by the head of the Department of Regulatory Agencies.

Other business or business-related activities. The *Civil Rights Commission* and the *Colorado Civil Rights Division* were established to administer and enforce Colorado civil rights laws in employment, housing and public accommodation. Colorado civil rights laws prohibit discrimination based on sex, marital status, age, physical handicap, race, creed, color, national origin and ancestry.

The *Colorado Racing Commission* and the *Division of Racing Events* license, regulate, and supervise 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* and the *Colorado Real Estate Commission* license and regulate real estate brokers and salesmen. They also regulate time share projects, subdivision developers, and real estate appraisers. The division administers the Real Estate Recovery Fund, which can be used to recover sums lost because of the actions of a licensee.

* Effective January 1, 1990, the gross ton mile tax will be replaced by increased registration fees. Although the GTM tax will not be collected, existing accounts will be subject to audit for a period of three years.

DEPARTMENT OF REVENUE

Executive Director
24-35-101

Medical
Advisory Board
42-2-301

Policy Analysis
and Financial
Services

Motor Vehicle
Hearings

Tax
Conferee

Motor Vehicle
Dealer Licensing
12-6-103

Taxpayer
Services

Information and
Support
Services

Tax Auditing
and Compliance
Division
24-35-109

Motor Vehicle
Division
24-1-117

Liquor
Enforcement
Division
24-1-117

Ports of Entry
Division
42-8-103

State Lottery
Division
24-35-202

State Lottery
Commission
24-35-207

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 enforces tax laws and alcoholic beverage laws, operates the state's lottery, and administers and enforces motor vehicle laws for driver licensing, motor vehicle emissions inspection, and driver improvement. Nearly 1,525 state employees work for the Department of Revenue. The department also assists two boards, one which licenses 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 \$83 million.

Principal Functions

Taxpayer services. The division reviews tax returns to ensure proper amounts of tax are paid, and ensures that taxes are collected and accounts kept in accordance with the law. Forms, information and help on taxes are provided by a telephone unit in eight district offices around the state. The division performs these duties for the following taxes:

| | |
|-----------------------------|------------------------|
| Individual Income | Tourism Promotion Fund |
| Corporation Income | Cigarette |
| Sales/Use (state and local) | Gasoline |
| Income Withholding | Special Fuels |
| Estate | Gross Ton Mile* |
| Fiduciary | Passenger Mile |
| Severance | Liquor |
| | Tobacco Products Tax |

This division also registers trade names for sole proprietorships and general partnerships.

Information and support services. This division is responsible for automated mainframe and office systems that provide support for all department operations. The division also: collects and records data relating to tax payments and tax fund distribution; processes and retains documents submitted by taxpayers; processes cash receipts; and maintains programs involving research, development and implementation of new processing technology.

Tax auditing and compliance. The Tax Auditing and Compliance Division is responsible for the enforcement of the state's tax laws including auditing tax accounts and assessing unpaid taxes. The division is also responsible for collection activities such as contacting delinquent taxpayers, executing distraint warrants, seizing and selling property, and garnishing wages and other assets. The division performs these duties for the following taxes, impost fees, bonds, checks and licenses:

| | |
|-----------------------------------|------------------------------|
| Income and Withholding Tax | Oil and Gas Conservation Tax |
| State, City, and County Sales Tax | Severance Tax |
| Consumer Use Tax | Coal-Tonnage Tax |
| Gasoline and Special Fuel Tax | Cigarette Tax |
| Gross Ton Mile Tax* | Permits |
| GTM* and Special Fuel Bonds | Short Checks |
| Liquor Tax | Tourism Tax |
| Mineral Royalties | Tobacco Products Tax |

* Effective January 1, 1990, the gross ton mile tax was replaced by increased registration fees. Although the GTM tax is not collected, existing accounts are subject to audit for a period of three years.

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, licensing and regulating commercial vehicles (IRP), licensing and regulating motor vehicle dealers and salesmen, licensing and regulating emissions stations and inspection personnel, and the titling and registration of motor vehicles. In performing these functions the division maintains 46 full-time and 44 part-time offices throughout the state. Five driver license offices are operated by county governments.

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 processing motor vehicle registrations and titles. The system operates in 103 "county offices" statewide.

Ports of entry. The Ports of Entry Division performs a number of control, enforcement, collection, and inspection functions:

- enforces and collects passenger mile taxes on certain commercial vehicles that transport more than 14 passengers;
- 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; and
- assists the Department of Agriculture in the control, enforcement and issuance of farm products handler licenses; verifies health inspections for livestock.
- enforces vehicle and equipment safety standards of commercial vehicles and operators.

Beginning in 1987, the division has been involved in the permitting system for the transportation of hazardous materials.

The division operates 11 ports of entry throughout the state as well as 10 mobile units.

Liquor enforcement. The Liquor Enforcement Division is responsible for administering the state Beer Code, Liquor Code, and Special Events law. The division's duties include: licensing all manufacturers, importers, wholesalers, and retailers; investigating violations of the alcoholic beverage laws and taking enforcement actions where necessary to insure compliance; and educating the industry, the public, and local government concerning the requirements of the laws.

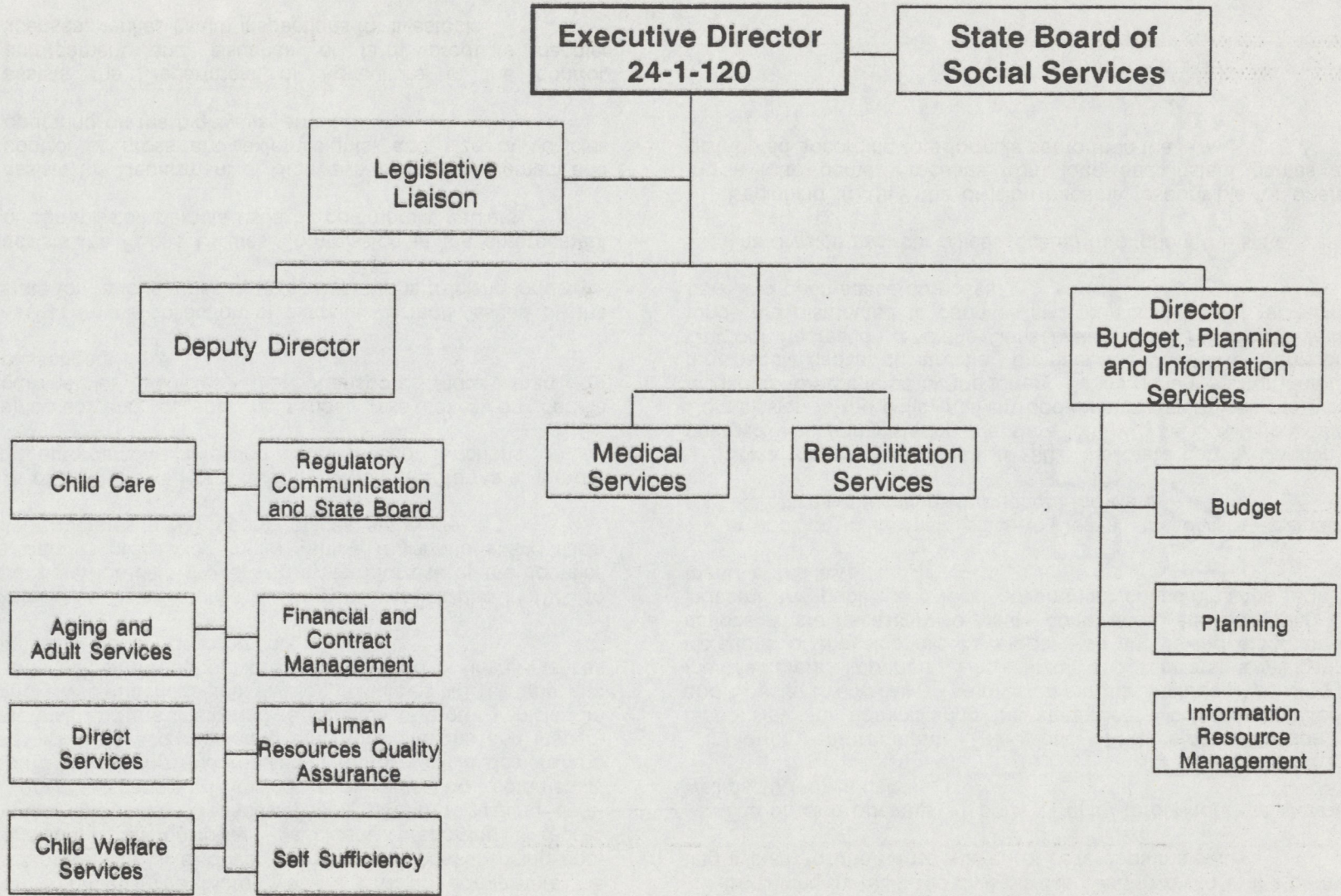
In addition to its main office in Denver, the division maintains six field offices in locations throughout the state.

State lottery. Established in 1982, the State Lottery Division is charged with administering the state lottery. The Colorado Lottery Commission is the policy-making body which determines the types of games to be offered by the lottery. Funds generated from the lottery benefit capital construction projects, the Division of Parks and Outdoor Recreation, and the Conservation Trust Fund from which funds are distributed to counties and municipalities for recreation, park and open space purposes.

The division has four offices located throughout the state.

Beginning in 1989 the division became responsible for operating a lotto game. Proceeds from lotto and instant games are distributed according to a formula set forth in the law.

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.

Slightly over 3,800 people are employed by the department.

| | | |
|---------------------------|-----------------|-----|
| Department Administration | 243 | FTE |
| County Administration | 2,495.80 | FTE |
| SPWP | 304.90 | FTE |
| Aging and Adult | 8.00 | FTE |
| State Nursing Homes | 349.40 | FTE |
| Rehabilitation | 420.20 | FTE |
| | <u>3,811.30</u> | FTE |

Included in this table are about 2,500 county employees, 350 at the state and veterans nursing homes, and 420 in state and field rehabilitation offices.

Operating on a \$1 billion budget, \$575 million of its funds come from the federal government and \$400 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

Services to Family and Children

AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC) -- provides financial assistance to needy Colorado children deprived of parental support due to death, incapacity, absence, or unemployment of a parent. Recipients are also eligible to receive

medical benefits, and may be eligible for food stamps and low-income energy assistance. For those employed, work allowances are granted. 26-2-111 (3), C.R.S.

LOW INCOME ENERGY ASSISTANCE PROGRAM (LEAP) -- financial assistance to pay utility bills and provide weatherization services for low income individuals or families. 26-1-109 (2), 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.

DONATED FOODS PROGRAM -- utilizes funds to centrally procure commodity foods from surplus removal, farm price support, and other programs designed to support farm commodity stabilization programs for donation to states which re-donate to schools, child care facilities, and charitable institutions, to name a few. 26-1-109 (1) (2) (a), C.R.S.

DOMESTIC ABUSE ASSISTANCE PROGRAM (DAAP) -- administers funds created by a tax check-off system on state individual income tax returns. DAAP assists in stabilizing and developing domestic violence programs by providing funding for services. House Bill 1050, 1983 Session.

CHILD PROTECTION -- services to children who have been found to be abused, neglected, or at serious risk of harm. 26-5-102, 19-10-102, et seq., 19-3-111, 19-2-103, and 19-3-115, 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.

ADOPTION/PERMANENT FOSTER CARE/EMANCIPATION -- services to children for whom the goal is long term foster care, adoption, emancipation, or an alternative living arrangement. 26-5-102, 19-4-103, 19-4-107, 108, 19-1-108, and 19-3-115, C.R.S.

CHILD CARE SUPPORT -- Services to eligible parents enrolled in self-sufficiency programs (including employment and training) or child protection efforts. 26-2-112, C.R.S.

CHILD CARE LICENSING -- Monitoring and licensing of child care facilities, including child care centers, family day care homes, residential child care facilities and child placement agencies. 26-6-101 through 114, C.R.S.

CHILD SUPPORT ENFORCEMENT (CSE) -- Provides services to locate absent parents, establish, modify and enforce orders for paternity and child support. 26-13-101, 14-5-101, 14-14-101, 14-10-115, 14-10-122, and 26-13.5-101, C.R.S.

Aging and Adult Services

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.

AID TO THE BLIND (AB) -- financial assistance to eligible blind individuals with little or no income and resources. 26-2-111 (5), C.R.S.

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 PROTECTIVE SERVICES -- 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.

OLD AGE PENSION (OAP) -- financial assistance to eligible individuals aged 60 or older with little or no income and resources. 26-2-113 through 115, C.R.S.

AID TO NEEDY DISABLED (AND) -- financial assistance to eligible disabled individuals with little or no income and resources. 26-2-111 (4), C.R.S.

HOME HEALTH -- provides health care services to homebound, 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.

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 and services provided in senior centers. 26-1-109 and 26-11-101, C.R.S.

SENIOR NUTRITION PROGRAMS -- 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 -- subsidized employment to income-eligible elderly. These services provide training and placement in sponsor agencies which provides additional income, a sense of community involvement and is intended to lead to unsubsidized employment in the private section. 26-11-201 through 206, C.R.S.

LEGAL AND LONG TERM CARE OMBUDSMAN SERVICES -- services which build capacity at the local level to handle complaints from residents of nursing homes and other long term care facilities and to provide legal assistance to the elderly. These services are provided via a contract with the Legal Center (722-0300). 26-1-109 and 26-11-101, C.R.S.

COLORADO COMMISSION ON AGING -- acts as the state's primary advisory and advocacy group for the coordination of services and programs for the aging. 26-11-101 through 106, C.R.S.

HOME CARE ALLOWANCE -- supplemental payment to income-eligible aged or disabled adults to allow them to purchase

assistance with activities of daily living which they are unable to perform for themselves. 26-1-111 (2) (j), C.R.S.

ADULT FOSTER CARE -- care provided in a residential setting to aged or disabled adults who do not require 24 hour medical care but who are unable to live alone and require 24 hour supervision. 26-2-222, C.R.S.

ALTERNATIVE CARE FACILITIES PROGRAM -- residential and supportive services to clients who are eligible for the Home and Community Based Services program. 26-4.5-101, C.R.S. Medicaid certification of personal care boarding homes. Clients eligible for the home and community based services program receive personal care, homemaker services, and adult day care in a congregate setting. 26-4.5-101, C.R.S.

Rehabilitation Services

GENERAL VOCATIONAL 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 TEACHING 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 through 26-8.5-106, C.R.S.

ACADEMIC SERVICES-HANDICAPPED STUDENTS -- provides support services to students with disabilities in post secondary in-

stitutions; readers for the blind; notetakers for the physically handicapped, interpreters for the deaf. 26-8-101 through 26-8-106, C.R.S.

INTERPRETERS -- provides communication for deaf or mute citizens who are involved in legal proceedings. 13-90-201 through 205, C.R.S.

CRS/JOBS -- provides rehabilitation services to injured workers referred from governmental agencies utilizing early intervention. To place the injured worker with the same or other government agencies. 26-8-105, C.R.S.

DISABLED TELEPHONE USERS FUND -- provides telephone relay services for persons with learning and speech impairments. 40-17-101 through 105, C.R.S.

DISABILITY DETERMINATION -- provides decisions concerning medical disability for those who apply for benefits under the Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) programs.

Veteran's 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 through 24-hour skilled and intermediate nursing home care to those who are medically and financially eligible. 26-12-201, C.R.S.

COLORADO STATE VETERANS CENTER AT HOMELAKE -- provides skilled nursing home care and 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 AT FLORENCE -- provides skilled nursing home care to veterans, their spouses, widows and mothers. 26-12-401, C.R.S.

COLORADO STATE VETERANS NURSING HOME AT RIFLE -- is a skilled-care facility. Service is available for veterans, their spouses, widows and mothers. 26-12-401, C.R.S.

Medical Services

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, homemakers, personal care, adult day care, non-medical transportation, respite care, home modification, and electronic monitoring. AIDS clients are served under a separate HCBS waiver, and can receive hospice care in addition to other HCBS services. 26-4.5-101, C.R.S.

LONG-TERM CARE SERVICES -- provision of 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. 26-4-102, 105(e) (f), C.R.S.

HOSPITAL -- the department contracts with the Medicare fiscal intermediary under an audit agreement to audit hospital costs for Medicaid; provision of quality in- and out-patient health care. 26-4-102, 105(a)(b), 110, C.R.S.

PHARMACY AND AMBULATORY SERVICES -- assurance of provision of quality pharmaceutical, transportation and durable medical equipment services to eligible individuals. 26-4-102, 105, C.R.S.

THIRD PARTY RECOVERY -- administers the Medicare/Buy-In program, the VA/Medicaid/Nursing Home program, and the Third Party Resource and Casualty program. 26-4-110 (4) (b) and 26-4-112 (2), C.R.S.

SURVEILLANCE AND UTILIZATION REVIEW -- provide safeguards against excessive payments and unnecessary or inappropriate use of Medicaid services; assessment of the quality of these services and provision for utilization control of all Medicaid services. 26-4-110(2), 112(3), C.R.S.

FISCAL AGENT MONITORING -- 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.

PHYSICIAN SERVICES -- provides coordination of provision of primary care physician program, clinic services, the contracts with the Department of Institutions and EPSDT (early, periodic screening, diagnosis and treatment) programs. 26-4-105.

HMO/CAPITATION -- provides control of program costs through contracting with health maintenance organizations.

PROGRAM SUPPORT -- reduction of program costs through development and implementation of new initiatives. Feasibility research for cost containment and research and consultation support are also provided.

Services to Refugees and Immigrants

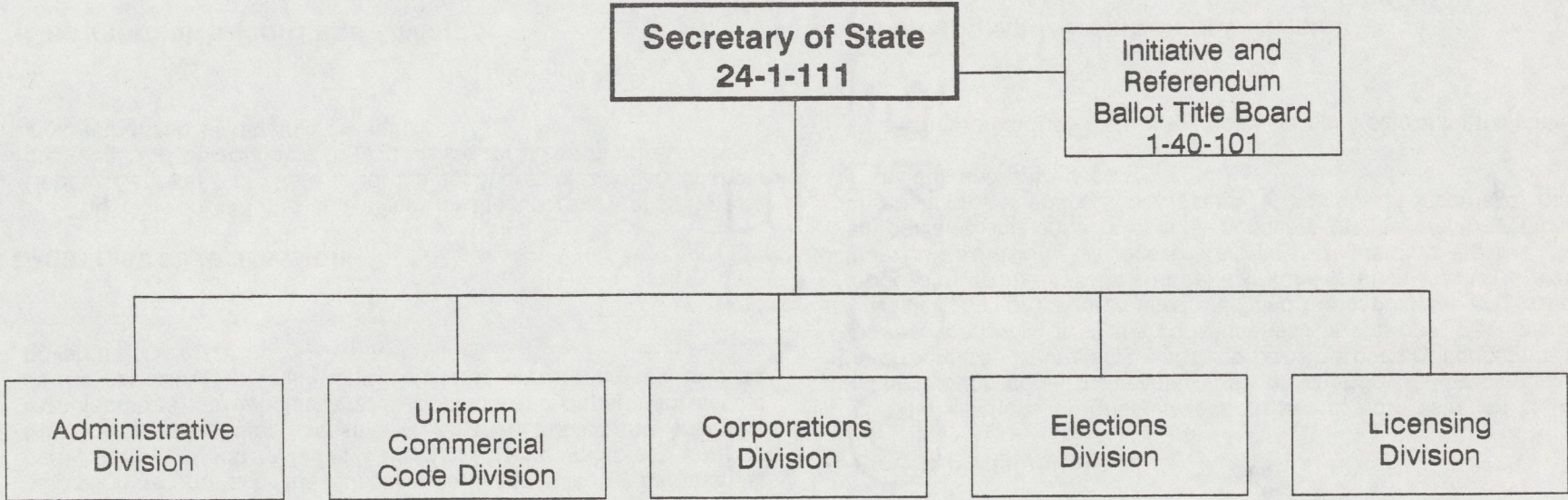
REFUGEE PROGRAM -- financial and medical assistance, language training, employment, case management, and self-sufficiency services to eligible refugees. 26-1-109 (2), C.R.S.

LEGALIZATION IMPACT ASSISTANCE (SLIAG) -- administers federal funds to offset state and local government costs of providing public health, public assistance and education services to IRCA aliens. 26-1-109 (2), C.R.S.

SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) -- Administers federally required program to verify alien documents for applicants for food stamps, AFDC, and Medicaid.

REPATRIATED CITIZENS -- Administers federal funds for U.S. citizens repatriated to Colorado and in need of assistance.

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 AGENCIES AND OFFICIALS; AND ACTS AS AN AGENT IN LEGAL PROCEEDINGS.

The office of the Secretary of State is established in Section 1, Article IV of the State Constitution. The department has a total of 82 employees and a budget of \$4.9 million which is entirely cash funded.

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 and fireworks manufacturers and wholesalers. In addition, the department serves as the depository for many official records and documents of state government.

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, trade names, and trade marks. Corporate report forms are sent to corporations for remittance at the biennial fee 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 Uniform Commercial Code section records, for public inspection, property subject to a security interest which includes such items as inventory, accounts receivable, equipment and intangibles.

Elections Division

The elections program is responsible for administration of the state election code, the master voter registration list, the campaign reform act, and the state's sunshine law. 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 Secretary of State is the chief elections official for the state.

Licensing and Enforcement Division

The licensing and enforcement program is responsible for administration of the state's bingo and raffles law including the licensure of bingo and raffle game manufacturers and suppliers, the notary public act, licensure of fireworks manufacturers and wholesalers, and the Colorado rules register. It is responsible for issuing notary public commissions, and for accepting and filing changes of notary addresses and names.

The division licenses fireworks manufacturers and wholesalers and monitors their activities. The division receives and files rule-making notices and proposed and adopted rules and regulations of state departments. It also administers the contract for monthly publication of the Rules Code and Register. In addition, the division files (and furnishes for public access) solicitation notices and reports made pursuant to the Charitable Solicitations Act, as well as bonds for credit services organizations.

DEPARTMENT OF TREASURY

**State Treasurer
Article IV,
Section 24-36-101**

**Deputy
Treasurer**

**Administrative
Division**

**Accounting
Division**

**Investment
Division**

**Unclaimed
Property
Division**

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 Treasurer also administers the elderly property tax relief program and the unclaimed property program.

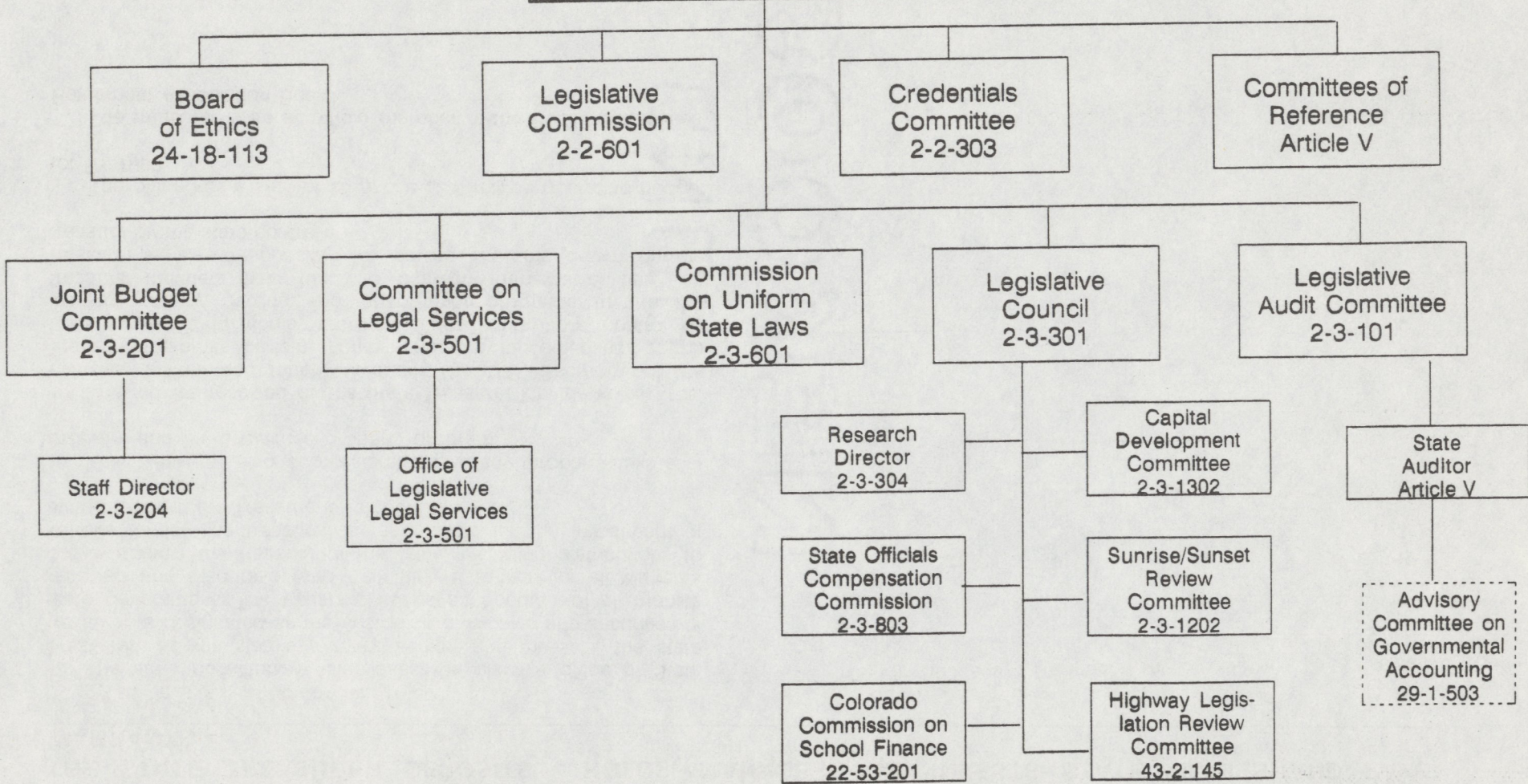
The monies received by the State Treasurer include taxes, fees, charges, tuition, and lottery revenue. The U.S. Secretary of the Treasury transmits certain moneys into the custodianship of the treasurer including monies received under federal flood control, oil leasing, forestry, grazing, and rehabilitation programs. In turn, the treasurer transfers these funds to local governmental entities. The treasurer is also responsible for paying warrants drawn on the treasury by the state controller.

The office has a staff of 25 and a \$2.5 million operating budget for FY 1990.

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

THE LEGISLATIVE BRANCH

SENATE HOUSE Article V



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. The operating budget for the whole legislative branch is \$21.2 million.

There are four permanent statutory service agencies that assist the General Assembly. These agencies are the Legislative Council, the Office of Legislative Legal Services, 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 hires additional employees. The Legislative Council staff serves as the fact-finding and information-collecting arm of the General Assembly. The main office of the Legislative Council is located in Room 029 at the north end of the State Capitol Building, ground level.

The responsibilities and functions of the staff may be grouped under five broad activities:

- staffing interim and statutory committees;
- staffing committees of reference;
- responding to requests for research;
- providing revenue projections; and
- performing other centralized support services.

The Council's objectives during legislative sessions are to provide research assistance to all committees of reference; to assist committee chairmen in administrative matters to expedite committee business; and to respond to spot research requests from individual members.

The General Assembly approves specific studies to be conducted during the interim and directs the Legislative Council to appoint committees to carry out the studies. The committee work on legislative study assignments is accomplished through a series of meetings or hearings held during the interim and culminates in reports which provide data in the form of facts, figures, arguments and alternatives. The reports usually include recommendations for legislative enactment. The staff members coordinate and arrange meetings, compile minutes, and prepare memoranda and reports.

The Council staff prepares fiscal notes for the General Assembly. Prior to the 1989 Legislative Session this responsibility was performed by the Office of State Planning and Budgeting.

The staff of the Legislative Council responds to approximately 2,000 research inquiries a year. Often research findings become the subject of bills considered during the legislative session. On other occasions research is conducted to address citizen concerns on relatively narrow questions. While the vast majority of these requests came from members of the General Assembly, a significant number represented requests from citizens, research bureaus from other states, and private organizations. Many of the requests require extensive research. A few requests are beyond the capabilities of the staff because of the size of the staff and the demands on their time. Some requests could not be completed because they involved political partisanship.

During any given year the Legislative Council staff publishes memoranda or formal reports on topics that are perceived to be of importance to the General Assembly or the public but have not been requested by a legislator or resulted from the efforts of an interim study.

The General Assembly gives careful consideration to the revenue forecasts and findings on fiscal matters generated by the Legislative Council's economists. The staff's revenue forecast, General Fund overview, and economic assumptions have been used by the General Assembly to compare with data generated by the Office of State Planning and Budgeting as the General Assembly formulates fiscal policy for the state.

For a number of years, the Legislative Council has commissioned studies to report on the income tax structure of Colorado. Over the years a majority of the studies have been the work product of the Department of Economics of the University of Colorado and the Office of Tax Analysis of the Colorado Department of Revenue.

Other Centralized Support Services

A variety of other support services performed by the Legislative Council staff are summarized below

Centralized legislative accounting. The Legislative Council staff is charged by law with establishing a centralized legislative accounting service for the purpose of maintaining all accounting records, processing all vouchers, and preparing all related documents for the legislative department.

Library. A staff of three maintains a reference library for the use of the General Assembly and other citizens. The library's collection is comprised of documents pertinent to governmental functions and legal reference materials. Reports which are required by law or allowed to be filed with the General Assembly are available in the library. Library staff members often assist those seeking legislative history of enactments.

Printing service. Recently the Legislative Council's print shop expanded its scope of services to include the printing of reports from the State Auditor's Office. The shop now serves to one degree or another the printing needs of all the legislative service agencies in addition to the General Assembly. Specifically, the print shop serves the General Assembly by preparing daily status sheets, a weekly subject index, and every version of a bill after its initial printing: the engrossed, reengrossed, revised, rerevised, and enrolled bills as well as the final act.

Capitol building tour guide. Starting in September, 1987, the Legislative Council staff assumed the responsibility for providing tour services for visitors to the Capitol Building as well as educational programs about state government to elementary and secondary school children.

An estimated 200,000 visitors come to the Capitol Building each year. With the assistance of summer employees and a number of volunteers, two part-time members of the Legislative Council staff are responsible for the guide service. Starting in 1987, a policy was adopted to open the Capitol Building on Saturdays to guided tours during the fair weather months.

Two educational videos have been produced during the last year for use in classrooms across the state. These two videos complement two other videos made earlier for sale to the schools. Teacher's guides have also been written for each of the videos.

Depository for information. The Legislative Council, as a member of the Council of State Governments and the National Conference of State Legislatures, furnishes information on matters of immediate interest to other governmental jurisdictions. On a reciprocal basis, the Council exchanges information with similar agencies in other states. The Council, prior to each general election, distributes pamphlets which contain a summary of the provisions, comments, arguments for and arguments against each of the proposals appearing on the ballot to amend the state constitution or statutes through the initiative process or by referral by the General Assembly.

Joint Budget Committee

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 the chairman of the Senate Appropriations Committee and one majority party member and one minority party member of the House Appropriations Committee plus one majority member and one minority member of the Senate Appropriations Committee.

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

Established by statute in 1959, the committee analyzes the programs, management, operations and fiscal needs of all state agencies. It reviews agency and executive budget requests and conducts budget hearings. The committee is also responsible for reviewing the recommendations of the Capital Development Committee concerning capital assets. In addition, the committee prepares appropriation bills for introduction in the legislature. The annual "Appropriation Report" by the committee, following the legislative session, expresses legislative intent and program guidance for state agencies. Interim studies of the committee focus on selected management and fiscal needs.

The committee's offices are located on the third floor of the Legislative Services Building.

The Office of Legislative Legal Services

In 1988, pursuant to House Bill 1329, the Legislative Drafting Office and the Office of Revisor of Statutes were formally consolidated to create the Office of Legislative Legal Services. Prior to 1988, the two offices had already been informally consolidated because much

of the work of the two offices involves a continuous process from bill-drafting through statute publication.

The Office of Legislative Legal Services is under the direction of the Committee on Legal Services, which consists of ten members of the General Assembly. The ten legislative members are the respective chairmen of the House and Senate Committees on Judiciary; four members from the House of Representatives, two from each major political party (one member from each party is to be an attorney-at-law if an attorney is available); and four members from the senate, two from each major political party (one member from each party is to be an attorney-at-law if an attorney is available). The members of the committee are appointed by the President of the Senate and the Speaker of the House, respectively, with the approval of the majority of the members of the body.

Based on the recommendation of the Committee on Legal Services, the Legislative Commission appoints a director of the Office of Legislative Legal Services who is an attorney-at-law. The director hires a professional staff which includes attorneys-at-law and technical and clerical personnel to assist in the operation of the office. The Office of Legislative Legal Services is located in Room 091, ground level, State Capitol Building.

The director of the Office of Legislative Legal Services serves ex officio as the Revisor of Statutes for purposes of statutory publications, or the director may appoint another employee of the office to serve as Revisor of Statutes. In addition, the director of the Office of Legislative Legal Services or his designee serves ex officio as secretary to the Colorado Commission on Uniform State Laws.

Drafting services. The Office of Legislative Legal Services prepares the bills, resolutions, and memorials introduced in the General Assembly. Under joint rule, no bill may be introduced in either house unless first approved as to form by the office. In addition, many amendments and all conference committee reports are prepared by the office.

Under the law establishing the office, a bill draft request may be made only by a member of the General Assembly or the Governor. Prior to introduction, all requests received by the office are held in confidence and not discussed or released outside of legislative staff

without the prior permission or instruction of the member making the request, except as provided in Joint Rule 23 (e).

Each bill requested is drafted by a staff attorney. Before introduction each bill draft is reviewed by a legal editor and another staff attorney for format, grammar, and legality.

Review of bills. Pursuant to Joint Rule 3, the Office of Legislative Legal Services is responsible for a review of all bills and amendments after they are passed by either house.

Review of administrative rules and regulations. The Office of Legislative Legal Services has responsibility for implementing the statutory provisions for legislative review of administrative rules and regulations. Every rule adopted or amended by an executive agency is first reviewed by an office attorney to determine if the rule is within the power delegated to the agency and consistent with law. If there is a possible problem with the rule, it is then reviewed by the Committee on Legal Services at a public hearing. By statute, all rules adopted or amended on or after July 1, 1979, expire on June 1 of the year following their adoption unless the General Assembly adopts a bill which postpones their expiration. Each year members of the Committee on Legal Services sponsor a bill to postpone the expiration of the rules scheduled to expire June 1 of that year; but those rules which the legislature finds to exceed the rule-making authority of the agency or to be inconsistent with law are designated to expire as scheduled on June 1. After each session of the General Assembly, the office reviews existing rules to determine if they are in conflict with laws enacted during that session.

Legislative records. The office maintains complete legislative records on bills, resolutions, and memorials considered and enacted by the General Assembly. During each session of the General Assembly, a comprehensive record is kept on the consideration and passage of all bills through the General Assembly.

Following adjournment, the office prepares a Digest of Bills summarizing the major provisions of each bill passed during the preceding session.

Coordination of litigation. The office, again acting under the direction of the Committee on Legal Services, coordinates litigation

involving the General Assembly. The office is the conduit through which legal counsel retained by the committee may communicate with members of the committee. Staff attorneys of the office may assist such retained counsel in the preparation of briefs and in other legal research and writing.

Other services. In addition to the above services, the Office of Legislative Legal Services gives assistance to Legislative Council committees and other legislative committees not working directly under the Council. It performs legal research for members of the General Assembly and may provide legal assistance in connection with contracts or other business done by the General Assembly. The office, together with the Office of Revisor of Statutes, also administers a computer system used by several agencies in the legislative branch to provide bill-drafting services, word processing, statutory and other data base searches, bill status, and other functions.

Revising of statutes. The revisor is responsible for compiling, editing, arranging, and preparing for publication all the laws of the state of Colorado. The editorial staff and the staff attorneys perform these functions, and since 1985 the staff attorneys have also prepared the annotations for Colorado Revised Statutes and the statutory index.

Editing of statutes. The revisor is required to adopt a uniform system of punctuation, capitalization, numbering, and wording; to eliminate duplication and laws repealed directly or by implication; to correct faulty section structure of existing statutes; and to clarify existing laws as the Committee on Legal Services deems proper.

Preparing supplements to statutes and replacement volumes. The revisor prepares annual supplements to the statutes. Laws enacted by the Colorado General Assembly in each session are edited, collated and revised, with annotations, and are printed in an annual cumulative pocket supplement to each volume. When a particular supplement becomes so large that it is unwieldy or in danger of breaking the binding of the volume, the committee may authorize the publication of a replacement volume.

Session laws. The revisor is responsible for arranging and preparing for publication, immediately after the adjournment of

each session of the General Assembly, 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, and an index.

Publications -- Committee on Legal Services. The Committee on Legal Services is charged with responsibility for approving requests for permission to reprint the statutes and for assuring the accuracy of the reprintings.

State Auditor and Legislative Audit Committee

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

The duties of the State Auditor are to conduct postaudits of all financial transactions and accounts of all state departments, institutions and agencies of the executive branch of state government, and the judicial and legislative branches; conduct performance audits and performance reviews of state agencies selected by the Legislative Audit Committee or the General Assembly; conduct special audits of any department, institution or agency upon the request of the Governor or the General Assembly; and perform preliminary investigations, special audits or management studies directed by the Legislative Audit Committee.

The Legislative Audit Committee consists of four members from the senate, two from each major political party, and four members from the house, two from each major political party.

The function of the committee is to examine the qualifications of each person applying for the position of State Auditor and place the name of the most qualified person before the General Assembly; review the reports of the State Auditor relating to postaudits and submit its recommendations concerning the postaudit reports to the General Assembly; and order preliminary investigations, special audits, or management studies to be performed.

The Office of the State Auditor is located on the second floor of the Legislative Services Building.

Capital Development Committee

The Capital Development Committee was established in 1985 by legislative enactment. The committee consists of six members; two majority party members and one minority party member from the House of Representatives and the Senate. Committee members are chosen in accordance with the method prescribed by the rules of the respective body. The committee functions during legislative sessions and during the interim between sessions.

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 committee elects its chairman on, or about, July 1 of each year. The chairman's term runs in accordance with the fiscal year of the state. In addition, the chairmanship of the committee alternates between the House and the Senate on an annual basis.

The committee is directed to study capital construction and controlled maintenance requests of state agencies; hold public hearings thereon; determine the priority to be accorded the proposals; and forecast the state's capital construction requirements for the next five and ten fiscal years. The committee's recommendations are submitted to the Joint Budget Committee. Highway and bridge projects are exempt from the purview of the committee. Staff assistance is primarily provided by the Legislative Council, with added assistance from the Department of Administration and the Office of State Planning and Budgeting.

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 COURT SYSTEM

**Supreme Court
Article VI, Section 1**

Nominating
Commissions
Article VI, Section 24
13-3-103

Grievance
Committee
C.R.C.P. 242

Judicial Discipline
Commission
Article VI, Section 23
(3) (a), 13-3-103

Board of Law
Examiners
C.R.C.P. 201

Public Defender
Commission
21-1-101

Public Defender
21-1-101

State Court
Administrator
Article VI, Section 5
(3), 13-3-101

Chief Justice
Article VI, Section 5

Court of Appeals
13-4-101

Judicial Districts
Article VI,
Section 9 (10)

Chief Judge
Article VI,
Section 5 (4)

Administration
Article VI, Section 1

Probation
16-11-202

District Courts
Article VI, Section 9

County Courts
Article VI, Section 16
13-6-101

Municipal Courts
13-10-104

Small Claims Court
13-6-402

THE COURT STRUCTURE

The Colorado Judicial Department will operate on a FY 1991 budget of \$113 million. Some 2,200 positions make up the employee workforce for the courts.

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 modified the disciplinary process concerning justices or judges.

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 the 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.

Authority of Chief Justice. The Chief Justice is the executive head of the state's 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, 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 sixteen judges (effective July 1, 1988) 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 of the Supreme Court, 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 and Juvenile 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 Claim Appeals office in workers' compensation and unemployment compensation cases and appeals regarding charters for new state banks granted or denied by the Banking Board.

In addition, the Court has jurisdiction to review actions of the state boards of medical examiners and dental examiners in refusing to grant, or in revoking or suspending a license, or in placing a holder of a license on probation. The Court also has initial jurisdiction to review actions of the Civil Rights Commission, the Insurance Commissioner, and actions of school boards under the Teacher Tenure Act.

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 judgments 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 113 district judges serving in 22 judicial districts and the spe-

cialized courts in Denver. Each judicial district consists of from one to seven counties each. 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.

County courts. There are 114 county court judges in the state's 63 county courts. 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 \$10,000 and in misdemeanor cases. 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 \$3,500. Neither party may be represented by an attorney, and jury trials are not permitted.

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 independent 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 defenders, investigators, and other personnel. The state public defender has established 19 regional trial 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 one has 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, arranging for the return of out-of-state runaways, and crisis intervention.

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