

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 1

SUBJECT: Policy and Procedure Memoranda

EFFECTIVE DATE: November 20, 1976

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

The Department of Transportation and Development will develop, promulgate, enforce and maintain Policy and Procedure Memoranda setting forth policies and procedures of the Department. These policies and procedures will be set forth over the signature of the DOTD Secretary. They will be placed in standardized format and will be maintained electronically on the DOTD Intranet and stored in original hard-copy form.

The DOTD Standing Committee on Human Resources (SCHR) will review all proposed memoranda which establish, amend, rescind, or interpret general policy or procedure for the Department of Transportation and Development and will make recommendations to the Secretary regarding the adoption, revision, repeal, and promulgation of policy and procedure. Prior to implementation, the SCHR will review policies and procedures to ensure that they are not in conflict with the previously mentioned policies and rules. It will be the responsibility of the Human Resources Section to maintain the Policy and Procedure Memoranda and make effective distribution of such.

Each Office, Division, District or Section of the Department may formulate and enforce its own operating policies and procedures which are neither in conflict with the general Department of Transportation and Development policies nor with Civil Service rules and regulations.



Sherri H. LeBas, P.E.
Secretary