

CHAPTER 1
DEPARTMENTAL TRANSPORTATION PLANNING
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CHAPTER 1

DEPARTMENTAL TRANSPORTATION PLANNING

1. GENERAL.

a. Transportation planning is associated with the assessment, evaluation, outline, and siting of transportation systems. Many disciplines, talents, and skills in the public and private sectors must participate in or contribute to the overall transportation planning process. (Refer to Annex A for a glossary of the various acronyms and abbreviations used.)

b. In California, there are essentially two transportation planning processes—one conducted by Regional Transportation Planning Agencies (RTPA), and the other by the California Department of Transportation (Caltrans). Each process impacts and influences the other. The regional process results in primarily local decisions, while the state process results in decisions focused on interregional facilities. The state and regional processes are conducted comprehensively with continuous communication and decisions designed to be reached primarily by consensus. The transportation planning process involves city and county planning and public works departments, state and federal governments, and the private sector. It is a complex arrangement of activities governed primarily by state and federal statutes and administrative guidelines.

c. This “3C” (continuing, coordinated, and comprehensive) planning process was first required by the Federal-Aid Highway Act of 1962. The process has been steadily expanding and made more specific by federal highway legislation.

d. The California transportation planning process begins with the identification of an issue and/or objective. It proceeds through a sequence consisting of data gathering, analysis of alternatives and impacts, public consultation, decision to act, funding, implementation, and evaluation.

2. POLICY.

a. Members of the CHP responsible for transportation planning shall actively participate in the planning and system project development process.

b. Participation will promote consideration of departmental concerns in the areas of user safety and security, motorist convenience, enforcement operations, and resource management.

3. RESPONSIBILITIES.

a. The CHP, Special Projects Section (SPS), Transportation Planning Unit, shall be responsible for administration of the Department's transportation planning program. Responsibilities include, but are not limited to:

- (1) Managing and coordinating the following programs:
 - (a) Transportation Management Centers.
 - (b) High-Occupancy Vehicle and High-Occupancy Toll lanes.
 - (c) Employee Commute Reduction.
 - (d) Environmental Impact Report (EIR) review.
 - (e) Intelligent Transportation Systems.
 - (f) Transportation Management Systems.
- (2) Departmental representation at California Transportation Commission (CTC) meetings.
- (3) Maintaining liaison and coordinating departmental representation with:
 - (a) The CTC staff.
 - (b) Caltrans and other state agencies involved in transportation planning at the headquarters level.
 - (c) California Office of Traffic Safety.
 - (d) Federal transportation agencies.
- (4) Providing necessary assistance to headquarters and field Divisions in transportation planning activities.
- (5) Monitoring the State Transportation Improvement Program (STIP). The SPS will analyze the STIP, and advise the Assistant Commissioner, Staff, and Assistant Commissioner, Field, as appropriate.
- (6) Further development of the Department's transportation planning program.

b. Field Divisions shall promote consideration of departmental policies and concerns with Caltrans District offices and RTPAs during preparation of transportation plans. Division involvement in the transportation planning process should be commensurate with departmental interests and responsibilities, and be accomplished by:

(1) Appointing a Division transportation coordinator to coordinate, monitor, and be involved in Divisionwide transportation planning issues.

(2) Establishing and maintaining liaison with the appropriate Caltrans District-level traffic and/or operations engineer. Contact information is located at Internet Web site: <https://dot.ca.gov/programs/right-of-way/local-programs>. The purpose of these contacts is to provide relevant departmental input on significant transportation projects and to monitor transportation plans being developed by the Caltrans District.

(3) Assigning Division representatives to Caltrans "Project Development Teams" when requested by the Caltrans District Director.

(a) Project development teams are established for projects which require EIRs.

(b) The purpose of departmental participation is to provide a law enforcement perspective during project development and to ensure consideration of specific departmental policies and concerns.

(4) Establishing and maintaining liaison with RTPAs. Contact information is located at Internet Web site:

<https://dot.ca.gov/programs/rail-and-mass-transportation>.

(5) Seeking appointment of Division representatives to RTPA technical advisory committees.

c. Field Divisions should coordinate with SPS, through channels, on matters with a potential statewide impact or a high degree of local interest. The Divisions should coordinate with other field Divisions on transportation planning matters of mutual interest.

d. Area commands have a two-fold responsibility in the Department's transportation planning program:

(1) To assist Divisions in promoting departmental policies and concerns at the regional level.

(a) Area personnel should be utilized to provide liaison and representation for transportation planning activities which may impact Area operations.

(b) Area commands serve as a primary information source, enabling Divisions to effectively interact with Caltrans and RTPAs.

(2) To promote consideration of departmental policies and concerns with local planning agencies for transportation projects which are not represented by RTPAs.

e. CHP personnel should consult the next level of command prior to making public presentations regarding transportation planning activities, particularly when controversial issues may be involved. Assistant Chiefs should attend all Caltrans meetings that have a potential statewide impact on issues pertaining to transportation management, incident management, and safety. This type of coordination will:

(1) Ensure presenters have an accurate understanding of the Department's position.

(2) Assist in keeping Division and headquarters informed about significant transportation planning activities at the local level.

4. REPORTING REQUIREMENTS.

a. Field Division and Area personnel participating in the following activities/meetings shall submit a memorandum or CHP 39, Headquarters Personnel Meeting and Conference Report, to their Division transportation planning coordinator within ten working days.

(1) Caltrans "Project Development Teams."

(2) The RTPA technical advisory committees.

(3) Transportation planning activities/meetings which obligate the Department's resources and/or provide additional funding sources.

(4) Strategic Highway Safety Plan Challenge Area meetings/activities.

b. The memorandum, or CHP 39, shall include:

(1) A copy of the agenda.

- (2) A list of activity/meeting attendees.
 - (3) Benefits of attendance.
 - (4) Critical comments regarding the Department and/or personnel.
 - (5) Items indicating departmental action.
 - (6) A summary of significant issues which may impact the Department.
- c. The Division transportation planning coordinator shall submit a copy of each memorandum or CHP 39 received from Areas to the Assistant Commissioner, Field, within ten working days after receipt.
- d. After the Assistant Commissioner, Field, reviews the Areas' transportation planning-related memorandums or CHP 39s, they shall be forwarded to SPS.

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ANNEX A

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

| | |
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| ATMS: | Advanced Transportation Management System |
| CAATS: | California Alliance for Advanced Transportation Systems |
| Caltrans: | California Department of Transportation |
| CEQA: | California Environmental Quality Act |
| CMP: | Congestion Management Process |
| COG: | Council of Governments |
| COZEEP: | Construction Zone Enhanced Enforcement Program |
| CTC: | California Transportation Commission |
| CTCDC: | California Traffic Control Devices Committee |
| CTP: | California Transportation Plan |
| EIR: | Environmental Impact Report |
| HAR: | Highway Advisory Radio |
| HOV: | High-Occupancy Vehicle |
| HOT: | High-Occupancy Toll lane |
| IIP: | Interregional Improvement Program |
| ITS: | Intelligent Transportation Systems |
| MAZEEP: | Maintenance Zone Enhanced Enforcement Program |
| MPO: | Metropolitan Planning Organization |
| NEPA: | National Environmental Policy Act |

ANNEX A

GLOSSARY OF ACRONYMS AND ABBREVIATIONS (*continued*)

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|---------|--|
| NOP: | Notice of Preparation |
| PDZEEP: | Project Delivery Zone Enhanced Enforcement Program |
| PSR: | Project Study Report |
| PSTIP: | Proposed State Transportation Improvement Program |
| RTIP: | Regional Transportation Improvement Program |
| RTP: | Regional Transportation Plan |
| RTPA: | Regional Transportation Planning Agency |
| SCH: | State Clearinghouse |
| SHOPP: | State Highway Operation and Protection Program |
| STIP: | State Transportation Improvement Program |
| TMC: | Transportation Management Center |
| TMS: | Transportation Management Systems |