

## Introduction

The *Policies and Procedures (P&P) User's Guide* provides basic instructions to locate and view GDOT policies and procedures.

The *P&P User's Guide* can be found online on the *Policies and Procedures* webpage. The guide can be printed, or viewed online in PDF format.

## Guide Content

Select a link below to jump to instructions to use the P&P site.

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## Accessing the P&P Site

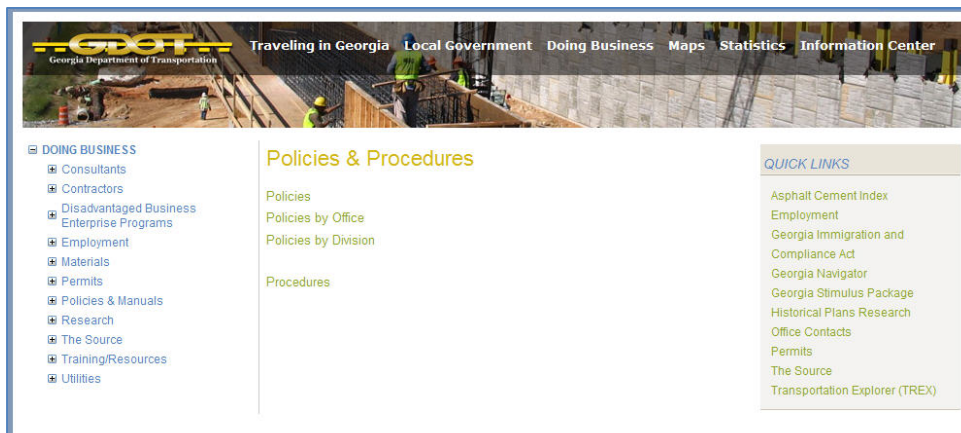
The Policies and Procedures site is accessible from the Georgia Department of Transportation website.

### ➔ To access P&P

1. Open your internet browser and go to [www.dot.ga.gov](http://www.dot.ga.gov).
2. On the GDOT Home page, select “**Doing Business**” in the top menu and select “**Policies and Procedures**” in the Hover menu.

**NOTE:** You may also enter the following url in your internet browser or simply click the link:  
<http://www.dot.ga.gov/doingbusiness/PoliciesManuals/pap>.

The Policies and Procedures page displays.



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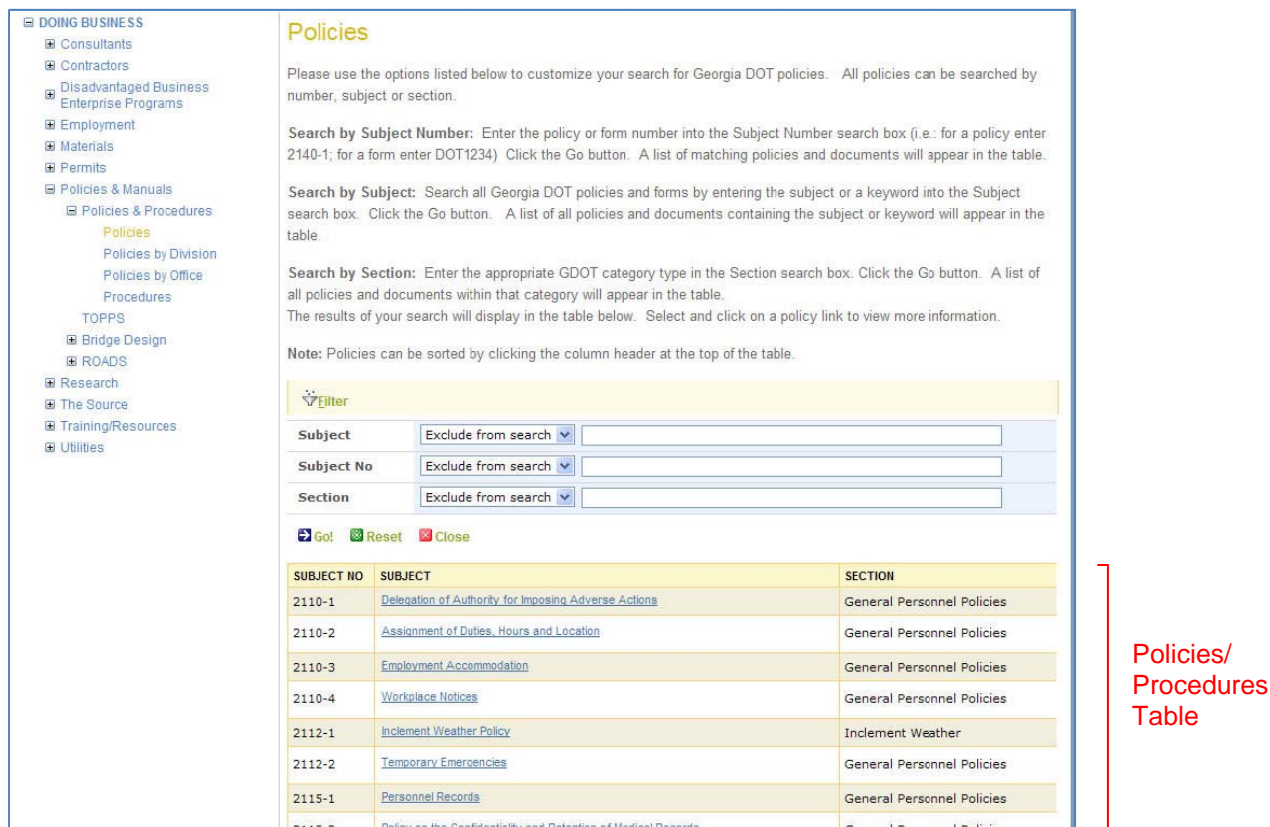
## Navigating the Site

When you reach the Policies and Procedures site, you can navigate from the left navigation bar or from the links displayed in the center panel of the page.



Click this link...	To...
Policies	View a list of "All" Policies
Policies by Office	View policies associated with a particular Office
Policies by Division	View policies associated with a particular Division
Procedures	View a list of "All" Procedures

Policies (or procedures) display in the center panel in a table below filter selections.



**Policies**

Please use the options listed below to customize your search for Georgia DOT policies. All policies can be searched by number, subject or section.

**Search by Subject Number:** Enter the policy or form number into the Subject Number search box (i.e.: for a policy enter 2140-1; for a form enter DOT1234) Click the Go button. A list of matching policies and documents will appear in the table.

**Search by Subject:** Search all Georgia DOT policies and forms by entering the subject or a keyword into the Subject search box. Click the Go button. A list of all policies and documents containing the subject or keyword will appear in the table.

**Search by Section:** Enter the appropriate GDOT category type in the Section search box. Click the Go button. A list of all policies and documents within that category will appear in the table. The results of your search will display in the table below. Select and click on a policy link to view more information.

**Note:** Policies can be sorted by clicking the column header at the top of the table.

**Filter**

Subject  Exclude from search

Subject No  Exclude from search

Section  Exclude from search

SUBJECT NO	SUBJECT	SECTION
2110-1	<a href="#">Delegation of Authority for Imposing Adverse Actions</a>	General Personnel Policies
2110-2	<a href="#">Assignment of Duties, Hours and Location</a>	General Personnel Policies
2110-3	<a href="#">Employment Accommodation</a>	General Personnel Policies
2110-4	<a href="#">Workplace Notices</a>	General Personnel Policies
2112-1	<a href="#">Inclement Weather Policy</a>	Inclement Weather
2112-2	<a href="#">Temporary Emergencies</a>	General Personnel Policies
2115-1	<a href="#">Personnel Records</a>	General Personnel Policies
2115-2	<a href="#">Policy on the Confidentiality and Retention of Medical Records</a>	General Personnel Policies

**Policies/ Procedures Table**

The policies/procedures page contains search tips, filter selections and policies/procedures listed in table format. You can filter the results by following tips in the instructional text or scroll through the table page by page. Table sorting allows you to display content in ascending or descending order. Additional filter instructions are found in the section ["Using the Filter Section."](#)

➔ **To scroll through the table**

1. Use the far right scroll bar to scroll to the bottom of the list.
2. In the lower left corner of the table, click the next page number.

1 2 3 4 5 6 7 8

The next page of items displays.

➔ **To view a policy or procedure**

1. When you locate the desired policy or procedure, click the link in the **Subject** column.  
Full details of the policy or procedure display in a viewer.
2. When you are done viewing the page, click **Cancel** above or below the content.

➔ **To sort table columns**

1. Click the header of the column you want to sort.  
A small arrow appears in the column cell.
2. Click the arrow to change the direction from ascending to descending, or vice versa.  
The column content displays in descending or ascending numerical or alphabetical order, depending on the content type.

**NOTE:** Although the list may span multiple pages, you can only sort the items within one viewable page at a time. Each new page requires a new sort.

3. Click the column header a third time to remove the sort and display the content in its default order.

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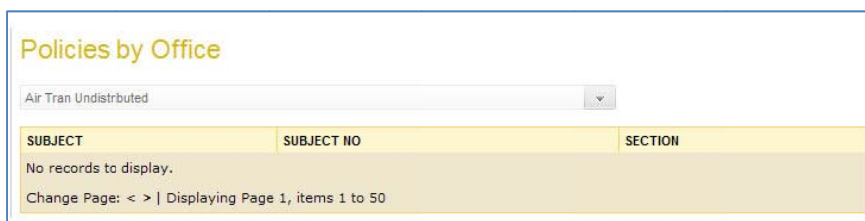
## Locating a Policy or Procedure by Office

The P&P site allows you to navigate Policies applicable to a specific Office.

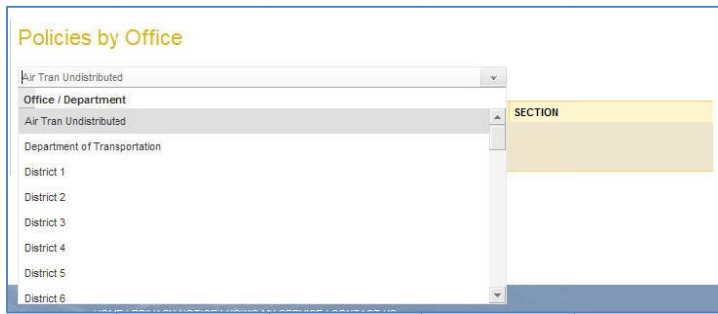
➔ **To locate a Policy by Office**

1. Click the “Policies by Office” link.

The Policies by Office page displays.



2. In the drop-down field, select a GDOT Office.



Policies applicable to the selected office display in the table.

3. See the section [Navigating the Site](#) for instructions to navigate the list and view a policy or procedure.

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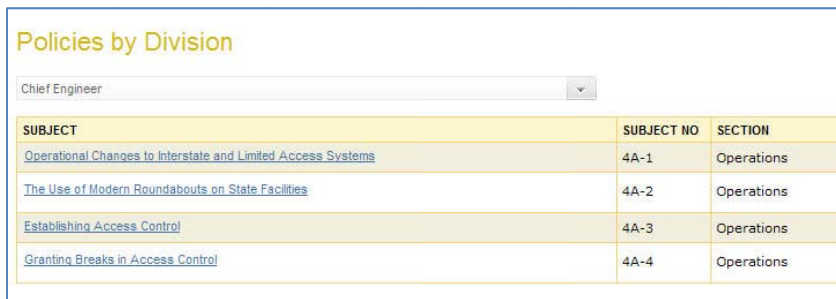
## Locating a Policy by Division

The P&P site allows you to navigate Policies applicable to a specific Division.

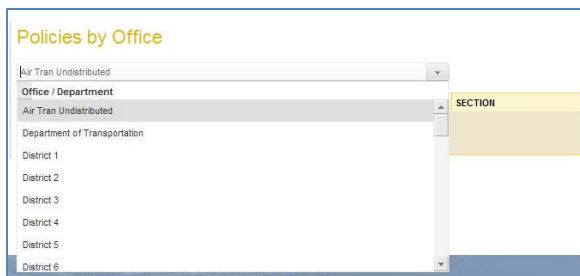
### ➡ To locate a Policy by Division

1. Click the “Policies by Division” link.

The Policies by Division page displays.



2. In the drop-down field, select a GDOT Division.



Policies applicable to the selected Division display in the table.

3. See the section [Navigating the Site](#) for instructions to navigate the list and view a policy or procedure.

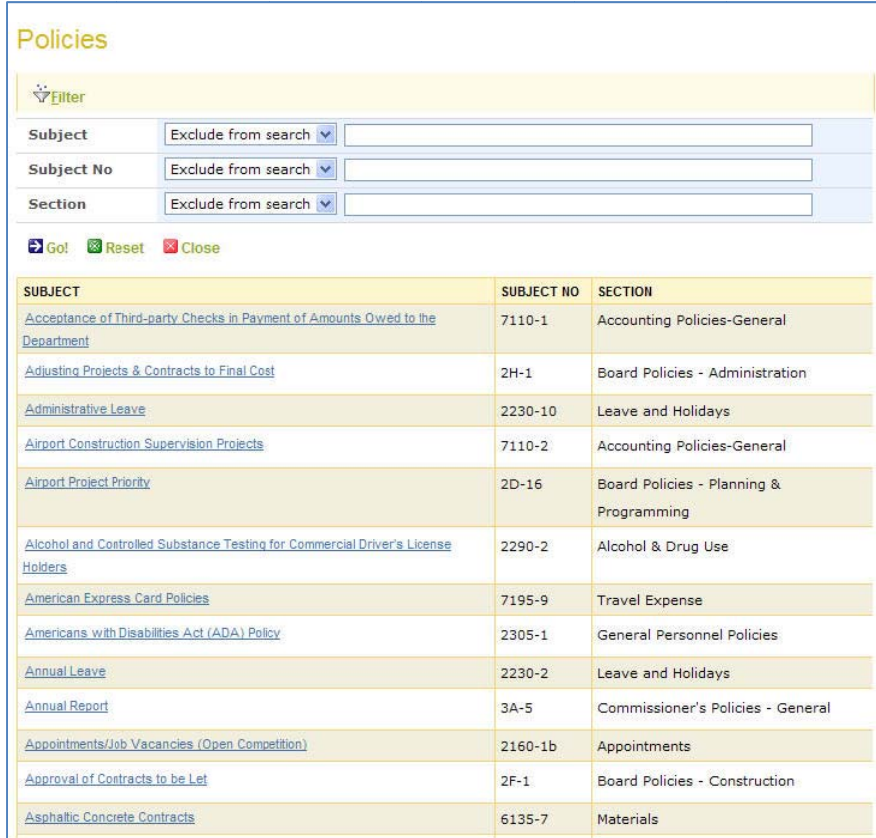
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## Locating a Policy or Procedure from the Full List

### ➔ To navigate all Policies or all Procedures

1. Click the “Policies” or “Procedures” link.

The page displays all policies or procedures in the system.



**Policies**

Filter

Subject

Subject No

Section

Go! Reset Close

SUBJECT	SUBJECT NO	SECTION
<a href="#">Acceptance of Third-party Checks in Payment of Amounts Owed to the Department</a>	7110-1	Accounting Policies-General
<a href="#">Adjusting Projects &amp; Contracts to Final Cost</a>	2H-1	Board Policies - Administration
<a href="#">Administrative Leave</a>	2230-10	Leave and Holidays
<a href="#">Airport Construction Supervision Projects</a>	7110-2	Accounting Policies-General
<a href="#">Airport Project Priority</a>	2D-16	Board Policies - Planning & Programming
<a href="#">Alcohol and Controlled Substance Testing for Commercial Driver's License Holders</a>	2290-2	Alcohol & Drug Use
<a href="#">American Express Card Policies</a>	7195-9	Travel Expense
<a href="#">Americans with Disabilities Act (ADA) Policy</a>	2305-1	General Personnel Policies
<a href="#">Annual Leave</a>	2230-2	Leave and Holidays
<a href="#">Annual Report</a>	3A-5	Commissioner's Policies - General
<a href="#">Appointments/Job Vacancies (Open Competition)</a>	2160-1b	Appointments
<a href="#">Approval of Contracts to be Let</a>	2F-1	Board Policies - Construction
<a href="#">Asphaltic Concrete Contracts</a>	6135-7	Materials

2. See the section [Navigating the Site](#) for instructions to navigate the list and view a policy or procedure.

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## Using the Filter Feature

The Filter feature displays in the top portion of the Policies or Procedures page. This feature allows you to narrow a full list of policies or procedures by excluding a particular “subject,” “subject number” or “section” or by narrowing the list to a particular “subject,” “subject number” or “section.”



**Policies**

Filter

Subject

Subject No

Section

Go! Reset Close

➤ **To filter Policies and Procedures**

1. In the *Subject*, *Subject No* and/or *Section* drop-down field, select one of the following parameters as instructed in the table below:

Select...	To...
Exclude from Search	Display all records, EXCEPT the value entered, INCLUDING any other criteria selected
Equals / Does Not Equal	Display records with a name or value equal or not equal to the information entered
Contains	Display records that “contain” the key word or phrase you enter.
Starts With/Ends With	Display records that “start with” or “end with” the key word or phrase you enter.
Is Empty / Is Not Empty	Display records where the field for the property selected is Empty or Not empty

2. In the corresponding field, enter the full text (or any portion) of the *Subject*, *Section No* or *Section* you want to include or exclude from the filter results.
3. Click **Go** to begin the search or **Reset** to return form to empty fields.

Records matching the defined criteria display in the table.

**NOTE:** If you leave “Exclude from search” as the default for all categories, the system displays the full list.

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