



## PUBLIC HEARING OFFICERS

To ensure that public opinion is solicited and the public's testimony receives proper recognition in any transportation project decision, a Hearing Officer shall be appointed to receive oral testimony, written statements, and other information as official public testimony at all public hearings and for a set period after each hearing. The oral testimony shall be tape-recorded during the public hearing and transcribed within two (2) weeks after the public hearing is completed.

After the official testimony period ends, the Hearing Officer shall certify that the public was given the opportunity to testify. The Hearing Officer submits the certification of public input and the official public testimony to the Public Involvement Coordinator to distribute to the Division's Administrator or delegates and other involved parties for further review and consideration in the final project decision. When contested projects or location and design determinations are sent to the Board for further consideration and/or determination, the certification of public input shall be included.

The Hearing Officer shall adhere to timelines and other detailed procedures as established in the Design Manual, 14-489, Public Involvement, and other public hearing specifications regulated by state and federal law as related to transportation projects.

When requested, and upon coordination by the Public Involvement Coordinator, a Hearing Officer may be appointed to receive public input for local hearings. The Hearing Officer shall conduct the public testimony process for local hearings in accordance with the department's procedures as detailed in the Design Manual.

Signed \_\_\_\_\_

Date: January 9, 2009

Pamela K. Lowe, P.E.  
Director

This Policy based on:

- Sections 21-116 and 117, and 40-121 and 310, IDAHO CODE
- 23 CFR, Part 771.111 and 790 and 795 and 40 CFR, Part 1500 through 1508
- 23-128 and 49-1602(d), 1604(i), 1607a(f), and 1607a-1(d), US CODE
- Board Policy, B-20-03, Public Hearings
- Decision by the Director

Department-wide supervision and coordination assigned to:

- Division Administrators

Direction for activity and results delegated to:

- Public Involvement Coordinator, Public Hearing Officers, and other delegated staff

Department procedures contained in:

- Design Manual, 14-489, Public Involvement

Former dates of A-20-04:

7/15/96

Cross-reference to related Administrative Policies:

- A-13-02, PUBLIC INVOLVEMENT FOR DESIGN AND LOCATION DETERMINATIONS
- A-20-01, RELEASE OF DEPARTMENT INFORMATION TO THE MEDIA

- A-20-03, PUBLIC HEARINGS