

# Memorandum

*Making Conservation  
a California Way of Life.*

To: DEPUTY DISTRICT DIRECTORS, Construction  
DEPUTY DIVISION CHIEF, Structure Construction  
CONSTRUCTION MANAGERS  
SENIOR CONSTRUCTION ENGINEERS  
RESIDENT ENGINEERS

Date: January 8, 2024

File: Division of Construction  
CPD 24-1



From: RAMON HOPKINS, Chief  
Division of Construction

Subject: **EXTENDED COZEEP ELECTRONIC PILOT PROCESS**

This directive informs California Department of Transportation (Caltrans) staff that the Division of Construction and California Highway Patrol (CHP) are extending the pilot program to use the electronic process for the construction zone enhanced enforcement program (COZEEP). The pilot program applies to 16 offices selected by CHP and are listed on Table 1, "List of 16 CHP Pilot Program Offices," of this directive. This directive supersedes CPD 23-3, "Extended COZEEP Electronic Pilot Process."

This directive requires resident engineers, assistant resident engineers, and consultants to use the COZEEP electronic process with Caltrans-issued iPads when COZEEP services are requested from the 16 CHP offices that are participating in the pilot program. Use the COZEEP electronic process to request and cancel task orders, and file COZEEP daily reports in the field. Consultants must use their company provided iPads.

The pilot program has been extended to June 30, 2024. The use of the COZEEP electronic process at the 16 participating CHP offices will continue until June 30, 2024, after which the Division of Construction and CHP will evaluate the pilot program and determine the approach for statewide implementation. If the electronic COZEEP process is implemented statewide, a directive will be issued with a list of shared COZEEP email addresses for all CHP offices.

In anticipation of the statewide implementation, all Caltrans field offices that request COZEEP services from one of the 16 participating CHP offices should review and follow the electronic processes outlined in the COZEEP Electronic Process training document. The PDF training document is available on the Division of Construction's website:

<https://construction.onramp.dot.ca.gov/cozeep>

Table 1. List of 16 CHP Pilot Program Offices

<b>Division</b>	<b>Area Name</b>	<b>CHP Area Number</b>	<b>CHP Email Address</b>
Northern	Mt. Shasta	146	<a href="mailto:146ZEEP@chp.ca.gov">146ZEEP@chp.ca.gov</a>
Northern	Quincy	165	<a href="mailto:165ZEEP@chp.ca.gov">165ZEEP@chp.ca.gov</a>
Valley	North Sacramento	250	<a href="mailto:250ZEEP@chp.ca.gov">250ZEEP@chp.ca.gov</a>
Valley	South Sacramento	252	<a href="mailto:252ZEEP@chp.ca.gov">252ZEEP@chp.ca.gov</a>
Golden Gate	San Francisco	335	<a href="mailto:335ZEEP@chp.ca.gov">335ZEEP@chp.ca.gov</a>
Golden Gate	Solano	365	<a href="mailto:365ZEEP@chp.ca.gov">365ZEEP@chp.ca.gov</a>
Central	Fresno	435	<a href="mailto:435ZEEP@chp.ca.gov">435ZEEP@chp.ca.gov</a>
Central	Modesto	465	<a href="mailto:465ZEEP@chp.ca.gov">465ZEEP@chp.ca.gov</a>
Southern	Newhall	540	<a href="mailto:540ZEEP@chp.ca.gov">540ZEEP@chp.ca.gov</a>
Southern	Central Los Angeles	590	<a href="mailto:590ZEEP@chp.ca.gov">590ZEEP@chp.ca.gov</a>
Border	San Diego	645	<a href="mailto:645ZEEP@chp.ca.gov">645ZEEP@chp.ca.gov</a>
Border	Westminster	670	<a href="mailto:670ZEEP@chp.ca.gov">670ZEEP@chp.ca.gov</a>
Coastal	Monterey	730	<a href="mailto:730ZEEP@chp.ca.gov">730ZEEP@chp.ca.gov</a>
Coastal	Ventura	765	<a href="mailto:765ZEEP@chp.ca.gov">765ZEEP@chp.ca.gov</a>
Inland	Riverside	840	<a href="mailto:840ZEEP@chp.ca.gov">840ZEEP@chp.ca.gov</a>
Inland	San Bernardino	860	<a href="mailto:860ZEEP@chp.ca.gov">860ZEEP@chp.ca.gov</a>

If you have questions or comments regarding this directive, please contact Amjad Obeid, Division of Construction, at [Amjad.Obeid@dot.ca.gov](mailto:Amjad.Obeid@dot.ca.gov) or (916) 591-2866.