

Lane County Oregon

Administrative Procedures Manual

As of date provided with each
Chapter-Section-Issue portion

*This APM is collated privately until Lane
County agrees to make it available freely
upon its web site of www.LaneGov.Com*

Please email changes, corrections,
updates, etc. to Keith Stanton via
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{updated last on 01 January 2013}

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ADMINISTRATIVE PROCEDURES MANUAL

Chapter 1

Section 1

Issue 4 10/29/84

Date

Lane
County



SUBJECT: ISSUANCE AND REVISION INSTRUCTIONS FOR ADMINISTRATIVE PROCEDURES

I. Purpose

In accordance with Lane Manual 2.095 and 3.074, the purpose of this procedure is to establish a standard method for requesting, issuing, monitoring, and amending administrative procedures in Lane County.

II. Scope

This procedure is applicable to all County departments administratively responsible to the County Administrator. In the interests of uniformity, effectiveness, and completeness, it is also requested the departments represented by elected officials follow these procedures.

III. Authority of Administrative Procedures

- A. All administrative policy directives affecting County departments will be issued as administrative procedures.
- B. All written instructions pertaining to operating procedures or standard practices affecting two or more County departments will be in the form of administrative procedures.
- C. All administrative procedures will be issued over the signature of the County Administrator and will be in full force and effect until canceled or revised in writing.

IV. Issuance and Revision

- A. Requests for new or revised procedures will be directed to the County Administrator with a brief summary of the recommended procedure and the departments which will be affected.

Chapter 1
Section 1

- B. If the County Administrator considers the recommended procedure necessary and appropriate, the department most directly involved will be directed to prepare the procedure.
- C. The assigned department will submit a draft copy of the administrative procedure, including a sample of any forms or other attachments, to County Administration/Policy & Procedure Staff Liaison. The procedure will be checked for references to other administrative procedures, the Lane Manual, or Lane Code. County Administration will submit the draft in the appropriate format to Word Processing. Departments should not submit the draft to Word Processing. County Administration will send the initiating department a copy of the draft and a memo indicating the review steps (e.g., through Finance, Budget, Personnel, Legal, etc.) and the expected completion date. County Administration will coordinate the review process. The Policy & Procedure Staff Liaison can be contacted if the status of a procedure is desired.

When the review is complete, the initiating department will be sent a final draft. The initiating department should indicate its approval by returning the draft to the County Administration.

- D. A final copy of the procedure will be forwarded to the County Administrator for approval and signature. The new or revised procedure will then be forwarded to the Policy and Procedure Staff Liaison for transmittal to all County departments.

V. Departmental Responsibility

A. Implementing Department

All administrative procedures shall be the responsibility of a particular implementing department. That department shall be named in each procedure. Those departments named as the implementing department shall be responsible for maintaining records of their procedures. These records shall pertain to the utilization of the procedure, exceptions granted, problems, needed changes, etc., and shall be made available to the County Administrator on request.

B. Other Departmental Responsibilities

It is the responsibility of each department director to monitor existing administrative procedures and to propose new or revised procedures for approval based on changes in management policies and government regulations and statutes.

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Each department director should also inform all concerned departmental staff of these administrative procedures and issue all further instructions to insure their implementation.

Each County department is required to maintain at least one current copy of the Lane County Administrative Procedures Manual.

Authorized: _____
County Administrator _____ Effective Date _____

This on-line version of the Administrative Procedures Manual
is a copy of the original signed by the County Administrator on
10/29/84.



ADMINISTRATIVE PROCEDURES MANUAL



Chapter 1
Section 2
Issue 11 7/11/06
Date

SUBJECT: PROCESS FOR SUBMITTING AGENDA ITEMS FOR CONSIDERATION AT BOARD OF COUNTY COMMISSIONERS' MEETINGS

I. Purpose

The purpose of this procedure is to establish a standard method and time frame for submitting agenda items for consideration at Board of County Commissioners' meetings.

II. Scope

This procedure is applicable to all County departments, as well as to the Lane County Fair Board and the Lane County Housing Authority and Community Services Agency.

III. Amendment

The County Administrator may amend this procedure as required.

IV. Definitions

BOARD - The Lane County Board of Commissioners.

AGENDA COORDINATOR - The staff person in the Board of Commissioners' Office who is responsible for Board agenda material.

SIGN-OFF STAFF - Department Managers, Legal Counsel, Management Analysts, and, in certain instances, Personnel, Risk Management and Management Services Supervisor.

V. Procedure

A. Agenda Material. Agenda material is the report on information attached to the order being submitted to the Board for consideration. All agenda material shall be submitted to the Board Office with the agenda title memo. Departments submitting agenda items are responsible for contacting other departments affected by the Board actions.

1. Checklist. Each agenda item shall be accompanied by an Agenda Checklist. (See Attachment 1.) Copies of the checklist can be obtained from the County Administration Office or from the County Administration web page on the intranet. Each complete checklist must include a sign-off by the Department Manager.
2. Cover Memo Procedures and Packet Material. Except for minutes, citizen advisory committee appointments (see Committee Appointment Form), license or permit endorsements, tax refunds and certain other items, all material requiring action by the Board must be submitted with a cover memo. The cover memo should follow the format on Attachments 2 and 3. The majority of cover memos for regular and consent calendar items will follow the format on Attachment 2. The abbreviated agenda packet format on Attachment 3 may be used for consent calendar items not requiring a full agenda packet. Approved abbreviated agenda format usage includes:
 - Increasing grant or State program appropriations.
 - Creation of positions already approved as part of a grant application or required by State program funding.
 - Delegating contract signature authority to the County Administrator for contracts funded by grants or State programs.
3. Agenda Items/Material Requested by Board for Next Meeting. On occasion, the Board may request agenda material for the next Board meeting. Although the normal deadline for submission of material is waived, **the requirements for a checklist and cover memo still apply**.
4. Continued or Postponed Agenda Items. All continued or postponed agenda items shall be *processed in the same manner as new agenda items*. For second or subsequent readings, only an agenda title shall be required. **IF AN ORDER, THE ITEM MUST CARRY THE ORIGINAL ORDER NUMBER.**
5. Emergency Business. All Emergency Business items should be referred to the Agenda Coordinator, who shall consult the Chair of the Board and the County Administrator to determine whether the item shall be presented to the Board as an emergency item or postponed until the next meeting. **Only those items that need immediate consideration by the Board, due to legal or financial implications, grant deadlines or construction contracts with committed dates, will be considered after the deadline for submission.**
6. Executive Session. All Executive Session issues and confidential packet material should be submitted to County Counsel, the Senior Board Office Specialist (Board Secretary) or both. The department submitting the item will be responsible for contacting the Senior Board Office Specialist to determine at which Executive Session the material will be discussed and

when the department should have representatives available for presentation or discussion of the material.

B. Deadlines for Submission:

1. **The Agenda Packet.** This should be composed of the Agenda Checklist, and agenda material. Departments will email this material to the following mailbox: Lane County Agenda Review. If there are maps or other material not available to send electronically, please note that the material was not sent electronically but is included with the hard copy. **This entire hard copy packet must be delivered to the Board Office by 5:00 p.m., on the Wednesday preceding the week it will be approved for inclusion in the Agenda.** Generally, this is 12-13 days prior to the date the Board will hear the item. **NOTE: For reference, Agenda due dates are listed on the Future Agenda.** (See Section F.1)

Agenda material should be submitted as early as possible before the deadline. Upon receipt, staff in the Board Office will log agenda packets that will be reviewed by Legal Counsel, Management Analysts, Risk Management and Personnel, as appropriate. Changes and corrections need to be made by departments and returned to the Board Office by 4:00 p.m. Monday.

2. **Agenda Material.** Agenda items requested by the Board for **next meeting** must be submitted to the Agenda Coordinator by 3:00 p.m. on the **Monday preceding the Board meeting at which the material is to be presented.**
3. **Continued or Postponed Agenda Items.** All continued or postponed agenda items shall be processed in the same manner as new agenda items. **For second or subsequent readings, an agenda title memo is required along with any additional material.** If the continued/postponed item is a Board Order, the item must carry the original order number.
4. Emergency Business. Following approval by the Chair of the Board and the County Administrator, Emergency Business items should be delivered to the Agenda Coordinator as early as possible.
5. **Executive Session.** This must be submitted by **noon on Monday** of the week of the Executive Session.

C. Items Appropriate for Board Review at Meetings.

1. **Action Items.** These require a motion and approval by Board majority. Orders are drafted by the Department for review by Legal Counsel, Management Analysts, Personnel and Risk Management, as appropriate, and signature of the Chair or Commissioners, as applicable.

2. Status Reports. When requested by the Board or the County Administrator these are normally scheduled for presentation at a Work Session.
3. Work Session Items. These are requested by the Board, the County Administrator or a Department Director for purposes of comprehensively reviewing issues prior to public hearings and Board decisions. Work Sessions are normally held on Tuesdays.
4. Public Hearings. These are scheduled by the Board and the Agenda Coordinator. Most public hearings are scheduled for 1:30 p.m. on Wednesday afternoons. Hearings that appear to be of a routine nature will be scheduled first.
5. Awards/Presentations. These are scheduled by the Board and the Agenda Coordinator. Most awards and presentations are scheduled on Board meeting days. Hearings that appear to be of a routine nature will be scheduled first.
6. Committee Appointments. These are scheduled on Tuesdays or Wednesdays, and may include appointments to task forces, special districts and advisory committees.

NOTE: See Chapter 1, Section 10, for details.

7. Land Use.
 - a. Information submitted to the Board Office relative to land-use items scheduled for Board action are to be referred to the Land Management Division.
 - b. Information submitted by the Board Office to the Land Management Division will be identified and incorporated into a supplemental appendix. The supplemental appendix will be kept open until 12:00 noon the day prior to the date of the scheduled Board hearing. Land Management staff will distribute copies of the supplemental appendix (13) to the Agenda Coordinator for further action.
 - c. Items submitted after 12:00 noon on the day prior to the scheduled Board hearing or action will be copied and an addendum to the supplemental appendix will be prepared. The addendum will be distributed at the Board meeting and will be introduced by the staff member from LMD who is performing the staff function.
- D. Documents to be Prepared for Board Agenda. The requesting department is responsible for preparation of the documents; however, with sufficient advance notice, the Office of Legal Counsel can provide assistance. Lane Manual and Lane

Code changes, as well as ordinances, must be processed through Legal Counsel prior to placement on the agenda.

1. Orders (required on all items requesting formal action by the Board). Orders are administrative acts of the Board or expressions of general policy and procedural rules necessary for the Board to organize the conduct of its own business under authority of state law, the Home Rule Charter or Lane County ordinances. They require one reading before the Board.
2. Ordinances: These are legislative mandates of the Board enacting general, uniform and permanent procedures and requirements relating to the affairs of Lane County. Ordinances are enacted under the authority of state law, the Home Rule Charter, or both, and require two readings before the Board, at least 13 days apart.
3. Resolutions: These are political expressions of the Board on a given issue, or for other purposes when the Board is specifically directed by state statute to use a resolution.

NOTE: If a Board decision merely gives guidance pertaining to information the Board wishes to be presented the next time it considers a certain matter, the action does not require any of the above-mentioned documents.

E. Services Provided by the Board Office.

1. Agendas/Future Agenda Items. Available by 3:00 p.m. every other Thursday in the Board of Commissioners' Office, and on the Lane County Board of Commissioners' web page under BCC Meeting Agendas and Future Commissioner Agenda. (Call Document Resource Center for instructions at x 4526). Future Agenda items are listed for at least 60 days and are subject to change.
2. Minutes. Following approval, minutes are available in the Board Office and on the Lane County Board of Commissioners' web page under Board Orders.
3. Copies of Signed Documents. Sent to affected departments by the Senior Board Office Specialist, normally by the Monday of the week following the Board meeting. An electronic copy of signed Board Orders, Ordinances and Resolutions are available on the Lane County Board of Commissioners' web page under Board Orders.
4. Agenda Packets. Filed and maintained by the Board Office, and available on the Lane County Board of Commissioners' web page under BCC Meeting Agendas.

5. Tapes. Available following each Board Meeting. Staff and citizens may listen to tapes in the Board Office. Duplicate tapes can be purchased from the Senior Board Office Specialist or copies can be made on tapes provided by the requesting party.
6. Exhibits/Written Testimony. Logged and filed in Board Office. Items pending a decision are also available for review in the Board Office. Exhibits included in Board Orders, Ordinances and Resolutions are available on the Lane County Board of Commissioners' web page under BCC Meeting Agendas and Board Orders.
7. Equipment for Meetings.
 - a. Audiovisual (AV) equipment is limited to an overhead projector and screen, which are available for use at all meetings scheduled in Harris Hall and the Commissioners' Conference Room. AV equipment required for outside meetings must be transported by the staffing department. Use of all equipment should be pre-arranged with the Board Secretary.

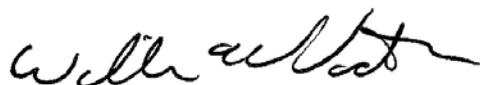
NOTE: Sound systems are built into Harris Hall and the Commissioners' Conference Room, with speakers located in most Department Directors' offices and the Board Office. Meetings may also be heard on your phone by dialing 80.

VI. Interpretation and Clarification

Any questions concerning the intent or application of this procedure should be directed to the Agenda Coordinator.

Authorized: _____
County Administrator _____ Effective Date _____

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is a copy of the original signed by the County Administrator on
7/11/06.





AGENDA CHECKLIST

Account Code _____

AGENDA INFORMATION TO BE SUBMITTED TO THE BOARD OFFICE:

One Title Memo

(See APM CH.1, Sec. 2) (Photo-copy of Agenda Checklist is acceptable)

Agenda Packet

One Original/Hard Copy plus One As-Complete-As-Possible copy e-mailed to Lane County Agenda Review mailbox

Material Due

Due by 5 pm Wednesday preceding the week it will be **approved for inclusion** on the agenda. (Check Future Agenda for due dates.)

AGENDA TITLE:

DEPARTMENT _____

CONTACT _____ EXT _____

AGENDA DATE:

THIS ITEM WILL INVOLVE:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Consent Calendar | <input type="checkbox"/> Report | <input type="checkbox"/> Appointments | <input type="checkbox"/> Committee Reports |
| <input type="checkbox"/> ORDER/Resolution | <input type="checkbox"/> Discussion & Action | <input type="checkbox"/> Discussion Only | |
| <input type="checkbox"/> Ordinance/Public Hearing | → <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading <input type="checkbox"/> 3rd Reading | | |
| Public Comment Anticipated? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Estimated Time _____ |

NOTE: DEPARTMENT MANAGER MUST SIGN OFF BEFORE SUBMITTING TO BOARD OFFICE

Department Manager: _____ Date _____

Legal Staff-Review by: _____ Date _____

Management Staff- _____ Date _____

Review by: _____

Human Resources- _____ Date _____

Review by (if required): _____

Yes No File Note Attached?

Yes No Information for Agenda Setting Committee Only?

Yes No To be Distributed with Packets

INDICATE OTHER DIVISIONS/DEPARTMENTS THAT REQUIRE COPIES OF APPROVED ORDER

Attachment 2

FORMAT FOR AGENDA COVER MEMO

(Note: Not all items will lend themselves to the precise format as shown below, however, materials should be logical and brief and stress major points. If you need clarification or assistance, please contact the Management Analyst assigned to your department.)

Memorandum Date:

Order Date:

TO: Board of County Commissioners

DEPARTMENT:

PRESENTED BY:

AGENDA ITEM TITLE: REPORT/

I. MOTION

II. AGENDA ITEM SUMMARY

...Concisely state the issue or problem you wish addressed by the Board. If there is more than one issue or problem, then number and name them and state each separately.

Examples:

The Board is being asked to approve...

The purpose of this work session is to present the ...

This is an update on and discussion of...

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

...Describe previous actions, if any, by Board order, ordinance, resolution, consensus or other. Also describe any other background information. Be specific about what happened in the past.

B. Policy Issues

...Explain if any administrative policy or objective exists, when it was adopted and any issues with this item.

C. Board Goals

...Describe how this relates to County goals and the Strategic Plan goals. State and quote appropriate references to the Strategic Plan.

D. Financial and/or Resource Considerations

...Describe the financial implications of taking action on this item ... or tell if this is an informational item only.

E. Analysis

...Provide the Board with an analysis of the issue or problem. Examples of items to include in the analysis are: the extent and magnitude of the issue or problem; why the issue or problem exists; why it should be addressed or solved; the short-and long-range effects of the problem; existing time frames or deadlines; and who benefits from the solution. Any other pertinent information should be presented in this section.

F. Alternatives/Options

...Describe alternatives or options available to the Board to adequately address the issue or solve the problem, and discuss the advantages and disadvantages of each. Where possible, compare and contrast the alternatives using similar criteria. If goals, objectives or criteria have been previously adopted by the Board, then the alternatives or options should be weighed against them.

...If no feasible alternatives or options exist, then so state in this section, however, keep in mind that the Board strongly desires a discussion of alternatives and options available to them.

IV. RECOMMENDATION

...This section should concisely state recommendations to the Board, along with reasons for the recommendation and who is making the recommendation - staff, committee, department or other. The recommendation should be to approve the motion stated above, to deny the motion, or to take some other course of action.

V. TIMING/IMPLEMENTATION

...Generally, the purpose of this section is to give the Board an idea of the timing involved in the implementation of the alternative or option they choose. Describe when staff will begin addressing the issue or begin solving the problem, if the recommendation is accepted. If appropriate, state an ending date for staff activity. Tell when the Board can expect results.

VI. FOLLOW-UP

...Describe the next step or steps if the motion is passed, or if other action is taken. If a follow-up or status report will be done, state when it will be submitted to the County Administrator or the Board.

VII. ATTACHMENTS

... This section describes or simply lists attachments to the agenda item. Attachments may include pertinent background information, written input from other departments or citizens, and so forth.

Attachment 3

ABBREVIATED CONSENT CALENDAR FORMAT

Memorandum Date:

Order Date:

TO: Board of County Commissioners

DEPARTMENT:

PRESENTED BY:

AGENDA ITEM TITLE: ORDER/IN THE MATTER OF

I. MOTION

II. DISCUSSION

A. Background / Analysis

...Explain how this item meets the following Abbreviated Consent Calendar criteria:

- Increasing grant or State program appropriations
- Creation of positions already approved as part of a grant application or required by State program funding
- Delegating contract signature authority to the County Administrator for contracts funded by grants or State programs.

B. Recommendation

...This section should concisely state recommendations to the Board, along with reasons for the recommendation and who is making the recommendation - staff, committee, department or other. The recommendation should be to approve the motion stated above, to deny the motion, or to take some other course of action.

III. ATTACHMENTS

... This section describes or simply lists attachments to the agenda item. Attachments may include pertinent background information, written input from other departments or citizens, and so forth.

ADMINISTRATIVE PROCEDURES MANUAL



Chapter 1

Section 2a

Issue 2 6/22/11

Date

**SUBJECT: AGENDA PROCESS FOR APPROVAL OF A GRANT APPLICATION OR
ACCEPTANCE**

I. Procedure

The purpose of this procedure is to establish a standard method to provide pertinent agenda information regarding grant application and acceptance to the Board of County Commissioners, and to request approval of grant submittal and grant acceptance.

II. Scope

This procedure is applicable to all County departments.

III. Amendment

The County Administrator may amend this procedure as required.

IV. Procedure

A. When to request approval and acceptance of grants in one agenda packet.

Staff from departments desiring to apply for grants may submit the proposal and also request approval to accept a subsequent grant award with one action of the Commissioners unless the following circumstances apply:

1. if the initial proposal was still in development at the time of the board order, and the award include substantial changes to the workplan or budget or answers to any of the questions below; or
2. if the final award requires an increase in the funds required of the County; or
3. if the conditions in the final award are substantially different from those approved by the Board.

B. Agenda Cover Memo

When an agenda item requests approval of a grant proposal, the following questions will be addressed in the Agenda Cover Memo, under *Analysis*.

1. Please describe how grant impacts or obligates County funds. Provide grant budget details regarding the amount and which county funds will cover the expenses. To the extent the grant requires match or obligates Special Revenue other dedicated funds, please identify the specific revenue source. Please include obligations for the following:
 - Cash or in-kind match
 - Expenditures for administration, audit, and evaluation obligations, etc.
 - Other program activities or expectations
2. For any required match, which will be spent first - grant funds or other County funds - or will they be spent concurrently?
3. Are there unique or unusual conditions that trigger additional County work effort, or liability, i.e., maintenance of effort requirements or supplanting prohibitions or indemnity obligations?
4. Does the grant proposal include the addition of new County positions? If so, how much FTE, in what kinds of positions, and in which programs? Will these positions be regular, temporary, or extra help?
5. Describe the plan for continuation of the grant program/project after the end of the grant. What is the expectation of grant stakeholders regarding future funding of the program/project? Please consider the applying department one of the stakeholders and describe any expectation of ongoing County funds (both discretionary and non-discretionary).
6. To what extent will the grant cover the Full Indirect Cost or the A-87 Indirect Cost associated with the grant program/project?
 - If only the A-87 costs are covered, how will the department cover the difference?
 - As the County's Indirect Plan charges for actual indirect costs incurred in the prior year, how will the department plan to cover countywide indirect charges associated with the program in the fiscal year/s after the end of the grant?

Chapter 1
Section 2a

V. Interpretation and Implementation

Any questions concerning the intent or application of this procedure should be addressed to the County Administrator, who is responsible for the interpretation and implementation of this procedure.

Authorized:



County Administrator

Effective Date



ADMINISTRATIVE PROCEDURES MANUAL



Chapter 1
Section 2b
Issue 1 5/12/04
Date

SUBJECT: PROCESS FOR APPROVAL OF PARK SDC FUND CAPITAL IMPROVEMENT PLAN PRIORITIES LIST

I. Purpose

The purpose of this procedure is to establish a standard method to provide pertinent information to the Board of County Commissioners (BCC) regarding review and approval of the Parks and Recreation System Development Charge (SDC) Capital Improvement Plan (CIP) priorities list.

II. Scope

This procedure is applicable to all County departments.

III. Amendment

The County Administrator may amend this procedure as required.

IV. Procedure

A. New capacity-increasing capital improvements and/or development to accommodate growth and funded by Parks and Recreation SDC revenues shall be guided through annual development of a five-year Parks SDC Capital Improvement Plan priorities list.

1. The Park Manager will annually coordinate the revision and approval of the SDC CIP priorities list using the following as guidance:
 - a) Parks SDC CIP,
 - b) Parks Master Plan,
 - c) Parks Advisory Committee (PAC) input/recommendations, and
 - d) Strategic Opportunities

2. The two primary purposes for the five-year Parks SDC Capital Improvement Plan priorities list are:
 - a) To allocate limited SDC resources to projects that provide an appropriate return in providing growth-required new park capacity, and
 - b) To provide the most efficient scheduling of staff workforce resources.
- B. Review & Approval Process
 1. The Park Manager will submit a draft SDC Capital Improvement Plan priorities list to the Finance and Audit committee during the month of January of each year for review before submission to the Board of County Commissioners.
 2. SDC CIP priorities list Cover Memo. The Park Manager will submit a draft SDC Capital Improvement Plan priorities list to the Board of County Commissioners during the month of January of each year.
 - a) When allocation of Parks SDC funds will be requested, the following items will be addressed for each project on the SDC Capital Improvement Plan priorities list:
 - 1) Is this project a priority in the Parks Master Plan?
 - 2) Is this project listed on the Parks SDC CIP?
 - 3) Has this project been supported by the PAC?
 - 4) What strategic opportunity, if any, does this project address?
 - 5) What other funds may be leveraged for project completion, if any, (i.e. grants, in-kind matches, donations, public-private partnerships, operations funds)?
 - 6) What portion of project work and subsequent costs, if not all, will be for growth-required new park capacity-increasing capital improvements as authorized by ORS 223.309 and LC 4.645?
 - 7) How will the project be accomplished if no SDC funds are approved?

- 8) Will the project require any interagency cooperation?
 - 9) Is the project dependent upon land use, building, or other permit approvals?
 - 10) How will ongoing operations and maintenance costs be integrated into the budget?
3. Annual review and approval by BCC

Using the format in B.2. above, those projects proposed for funding in the new fiscal year and recommended by the Parks Advisory Committee, will be reviewed by the Board of County Commissioners for approval annually to facilitate inclusion in budget documents prepared for Budget Committee and BCC review and adoption.

C. Budget appropriation/allocation

Having received Board of County Commissioners approval, SDC CIP priority list funded project appropriations will be identified in the appropriate budget documents for BCC adoption.

V. Interpretation and Implementation

Any questions concerning the intent or application of this procedure should be addressed to the County Administrator, who is responsible for the interpretation and implementation of this procedure.

Authorized: _____
County Administrator _____ Effective Date _____

This on-line version of the Administrative Procedures Manual
is a copy of the original signed by the County Administrator on
_____5/17/04_____.



ADMINISTRATIVE PROCEDURES MANUAL



Chapter 1

Section 3

Issue 7 5/19/08

Date

SUBJECT: PARKING

I. Purpose

In accordance with Lane Code 2.800, Parking, and Lane Manual 2.805, Public Parking, the purpose of this procedure is to establish a standard method for regulating parking in County-owned facilities, including the requesting and issuing of parking permits and the establishing of user's fees in connection with such parking.

Related Procedures: APM 2-7

II. Scope

This procedure is applicable to all County departments. Where any section, subsection, sentence, clause, or phrase of this procedure is found inconsistent with properly negotiated and ratified working agreements concluded through collective bargaining between Lane County and duly certified or recognized representatives, the terms of such agreements shall prevail. Departments wishing an exception to the application of this procedure shall submit a written proposal to the County Administrator supporting the justification. Exceptions will take effect upon written approval of the County Administrator.

III. Amendment

The County Administrator may amend this procedure.

IV. Parking - Operations

A. Parking Location

This procedure is applicable to Public and Employee Parking. See Attachment I and II.

B. Hours of Operation

The parking facilities referenced in paragraph A above, and illustrated in Attachment I, shall be open and operated in conformance with this procedure 7 days a week, 24 hours a day.

C. Parking Fees

The users' fees in connection with parking at any of the facilities identified in paragraph A above are itemized in Attachment II. For the limited purpose of compliance with the state ethics rules (Government Standards and Practices Law and administrative rules), any difference between the public rates and the employee rates is considered part of the employee's compensation package.

Annually, in conjunction with the awarding of services contracts for parking facilities operations, these parking fees shall be evaluated based on the rates in the market area served by the facilities and costs attendant to parking lot operations and maintenance. The market area to be used by the County to establish parking fees will be defined as all parking lots, except gravel and non-lighted lots, between High and Charnelton Streets on the East and West, and 4th and 11th Streets to the north and south of the Lane County Public Services Building and Courthouse.

D. Parking Regulation

The County's parking facilities operations contractor in conjunction with the Property Management Officer shall be responsible for regulating parking in all facilities covered by this procedure and for issuing parking tickets for all violations including, but not limited to: unsafe parking, having an invalid permit, failure to display an approved parking permit and nonpayment of parking fees.

For the purpose of enforcing such violation notices, it shall be presumed that the owner of record of the motor vehicle was operating the vehicle whenever the actual operator is unknown. In the case of violations issued for County-owned or leased equipment, the operator of the equipment will be responsible to the parking lot operator for any associated fines.

Voiding of parking tickets issued as provided for by this procedure shall not be made except for those persons authorized below:

1. The County's parking facilities operations contractor may void parking tickets issued under its authority for any reason.
2. The Department of Management Services, Property Management Officer may void parking tickets in accordance with the following criteria:

- a. The parking ticket was issued because the permittee had forgotten to display a valid parking permit.
- b. The parking ticket was issued because of a faulty parking meter or other error.

Additions or changes for establishing further criteria relative to the voiding of parking tickets, shall be the responsibility of the Property Management Officer.

V. Parking Assignments

A. Public Parking

All public parking will be administered by the County's parking facilities operator in conformance with the parking locations and fee schedules set forth in Section IV. A. and C. of this procedure, with the following exceptions:

1. Free parking permits will be issued by the County to all Budget Committee members and Planning Commissioners.
2. Free parking permits will be issued to County volunteers during the period of volunteer service.
3. Free parking permits will be provided to County lessees as provided for by rental agreement only.
4. Free parking permits, during jury duty only, will be issued to persons called to jury duty in either the Circuit or District Court of Lane County.

B. Free Parking

The free parking permits authorized in Section V. A. above will be issued by the Property Management Officer upon request. It is the responsibility of the lessees, the departments providing staff support to the Budget Committee and Planning Commissioners and the departments using volunteer services to request valid permits as required.

C. Employee Parking

For the Purposes of this procedure, employees of Lane County and its departments and agencies, as well as all elected officials who are tenants of the Courthouse/PSB, shall be entitled to County employee parking privileges and rates.

All employee parking will be administered by the County's parking facilities operator in conformance with Section IV. A. and C. of this procedure, with the following exceptions:

1. Employees of Lane County or tenants who work one-half time or less (20 or fewer hours per week) shall be entitled to a 50 percent reduction in monthly parking fees.
2. Free parking permits will be issued by the Department of Management Services for assigned transient parking for County departments which must travel to and from the Courthouse on a daily basis.

It is the responsibility of the departments authorizing free parking under the provisions of this paragraph to request permits as required.

3. Payroll deduction is provided for employees purchasing monthly permits in County-owned parking facilities. Subject to IRS limitations, such payroll deduction will be considered a compensation reduction agreement under a Section 132 Qualified Transportation Fringe Plan, unless the employee elects not to participate. The Plan allows the parking fees to be excludable from gross income for tax purposes. Employee parking purchased in a manner other than through monthly payroll deduction will not qualify as excludable under the Plan.

D. Police Agency Parking

Free parking will be provided for law enforcement officers conducting official business in the Public Service Building or Courthouse. They are authorized to park appropriately designated vehicles in the transient parking areas located in underground lot 732-B. It will be the responsibility of police using unmarked vehicles (not readily distinguishable as the property of a law enforcement agency) to request a permit from the Property Management Officer, Department of Management Services.

VI. Interpretation and Clarification

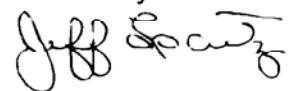
Any questions concerning the intent and/or application of this procedure should be directed to the Management Services Director, who is delegated the responsibility for interpreting and implementing this procedure.

Authorized:

County Administrator

Effective Date

This on-line version of the Administrative Procedures Manual
is a copy of the original signed by the County Administrator on
5/19/2008



**ATTACHMENT II
LANE COUNTY**

Lane
County

**Department of Management Services
Parking Rates – Effective 6/1/2008**

<u>LANE COUNTY PARKING</u>	<u>LCPOA Members</u>	<u>Monthly (County emp/ Elected Off.)</u>	<u>Monthly other than County Emp.</u>
Gas Station Lot #730	\$26.00	\$33.00	\$51.00
Upper PSB Lot #732-A	\$32.00	\$40.00	\$51.00
Lower PSB Lot #732-B	\$41.00	\$52.00	\$62.00
West Annex Lot #733	\$26.00	\$33.00	\$51.00
Upper Butterfly Lot #734-A	\$32.00	\$40.00	\$51.00
Lower Butterfly Lot #734-B	\$37.00	\$46.00	\$57.00
East Annex Lot #736	\$26.00	\$33.00	\$51.00
South Jail Lot #731	\$26.00	\$33.00	\$51.00
Central Blueprint Lot #735	\$26.00	\$33.00	\$51.00

Daily Rates: \$2.00/first hour, \$1.00/hour thereafter with \$6.00 maximum for all day.
No daily parking in lots 734B and 732B.

Part-time employees (20 hours or less weekly, or less than 80 hours monthly) are eligible for a **50% reduction in monthly parking fees** with a letter from their Supervisor on file in the Department of Management Services noting part-time status.

Evening/Night employees (3:00 p.m. to 7:30 a.m.) LCPOA members - **\$14.00/month**, all other county employees - **\$18.00/month** for the County lot at which they are assigned to park.

Motorcycle Rates: **\$20.00/month** unless already purchasing a monthly permit for a County lot. Motorcycle parking shall be in areas of County lots as designated by the County.

Disabled Permits: Vehicles displaying DMV disabled permits or plates are required to purchase and display monthly County permits for the lot they are parking in.

ADMINISTRATIVE PROCEDURES MANUAL



Chapter 1
Section 4
Issue 4 4/1/98
 Date

SUBJECT: SPACE ALLOCATION AND MODIFICATION PROCEDURE

I. Purpose

This Administrative Procedure is established to provide a uniform and consistent handling of requests by departments for facilities needs, including but not limited to additional space, relocation, remodeling, and construction in County-owned facilities.

II. Scope

This procedure is applicable to all departments occupying County-owned facilities. Departments wishing an exception to the application of this procedure shall submit a written proposal to the County Administrator, supporting the justification. Exceptions will take effect upon written approval of the County Administrator.

III. Amendments

This procedure may be amended by the County Administrator.

IV. Definition of Terms

Facilities Request for Service Form - hereinafter "Form," the standard form on which all requests with regard to space allocation, modification, repair and other related services must be submitted (see attached sample).

Facility - any County-owned physical structure.

V. Procedure

To ensure that each request for service with regard to space allocation and modification of County facilities for which costs will exceed \$500.00 is processed in a timely and uniform manner, the following procedure should be adhered to:

Chapter 1
Section 4

- A. Departments shall submit to the Facilities Division a Facilities Request for Service Form (see attached example), completing the top portion of the form with specific information regarding the nature of the requested service, including funding detail where appropriate. The form shall be signed by the requesting authority and the department director. Copies of the form can be obtained from the Facilities Division in Management Services.
- B. Upon receipt of the request, the Facilities Manager will determine if the project is appropriate and amenable for assignment to in-house maintenance staff. Only no or low cost changes that do not require design services will be considered for in-house assignment. (Normal maintenance or repair work does not require special approval. In such cases, the applicable feasibility assessment portion of the form will be completed by facilities staff, including material and labor estimates and an estimate of project cost. The form bearing the conditional approval or denial of the Facilities Manager will then be forwarded to the Director of Management Services, who will authorize the project to proceed or recommend denial. An adverse decision by the Director of Management Services can be appealed to the County Administrator, who retains final authority on project disposition.
- C. If a project is not suitable for assignment to in-house staff, the Facilities Manager shall so note with the reason for conditional approval or denial on the appropriate section of the form and forward it to the County Administrator. The County Administrator shall review the requests with regard to fiscal resources, available space, established County standards of space allocation and consistency with County space allocation plans. If approval is given to proceed, the form will be returned to the Director of Management Services, who will coordinate project follow-through with the Facilities Manager and the County's consulting architects or planners.
- D. It should be noted that no request for services will be approved by the County Administrator unless budgetary authorization and resources are available in the requesting department's current fiscal year budget. Consideration for unfunded urgent needs should be addressed to the County Administrator. Projects for which funds are not available should be submitted for consideration during the following year's budget development cycle.
- E. If necessary criteria and approvals have been met, architects or planners will conduct a needs assessment with the requesting department, consistent with its preliminary cost parameter. Following design development of the approved project concept, consulting architects or planners will prepare all drawings and specifications needed to complete the project. Final cost estimates shall be shared with the requesting

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Section 4

department and the County Administrator, who retains final responsibility for the decision to proceed toward project completion.

- F. Approved projects will be let to contractors according to regulations in Lane Manual Chapter 21 and Administrative Procedures Manual Chapter 2, Sections 1, 2 and 3. The consulting architect, in conjunction with the Facilities Manager, will provide ongoing project supervision during construction leading to final project acceptance by the County.

VI. Interpretation and Implementation

Any questions relative to the intent or application of these procedures should be directed to the Director of Management Services, who shall have the responsibility for interpreting and implementing this procedure.

Authorized: _____
County Administrator Effective Date

This on-line version of the Administrative Procedures Manual
is a copy of the original signed by the County Administrator on
4/1/98.





ADMINISTRATIVE PROCEDURES MANUAL

Chapter 1
Section 5
Issue 4 8/5/91
 Date

SUBJECT: SAFETY PROGRAM

I. Purpose

In accordance with the provisions of the Oregon Health and Safety Code and Lane Manual Chapter 2.430, Safety Program, sets forth the procedures that are to be followed by all County personnel in achieving a safe and healthy working environment.

II. Policy

It is the policy of Lane County:

- A. To preserve and protect the health and safety of employees and the public and reduce losses arising from occupational injuries and disease.
- B. To ensure that the employer and employees comply with all applicable codes and administrative orders, County policy and procedures and departmental rules which pertain to health and safety.
- C. To encourage a joint voluntary effort to achieve safety standards.

III. Scope

This procedure will apply to all Lane County employees and includes elected officials, volunteers, agents and those stipend individuals who work in a Lane County facility or for Lane County away from a County facility.

IV. Amendments

This procedure may be amended by the County Administrator.

V. Responsibilities

- A. Lane County: Lane County recognizes the need for the development of safe working practices for every job.

Chapter 1
Section 5

- B. Departmental Responsibility: Each department shall prepare appropriate safety plan and applicable safety rules by means of which safe working practices will be brought to the attention of every employee.
- C. Supervisory Responsibility: The administration of the safety program is an essential part of each supervisor's job.
- D. Employee Responsibility: All employees are required as a condition of their employment to follow all established safety practices. It is their further obligation to report all suspected unsafe working conditions to their supervisor for their action or referral to the County's Risk Manager.

VI. Procedures

A. General:

- 1. Safety Standards. The Oregon Health and Safety Code, supplemented by the Administrative Orders which pertains to this subject, will be the safety standard for Lane County. Any state or city Fire code, applicable Fire and Life Safety code, County policy, department policy, department plan or rules will be considered as a standard, if it is in the interest of safety.
 - 2. Oregon Occupational Safety Health Administration (OR-OSHA) Inspections: All County staff shall be responsible for advising the immediate supervisor if a Compliance Officer from OR-OSHA appears and expresses the intention of making an inspection. Unless otherwise addressed in a labor contract, the supervisor will accompany the inspector and forward a written summary of the concerns raised during the inspection and copies of all documentation to the Risk Manager as soon as possible. If specifically addressed in labor contracts, it may be necessary to have a union representative accompany the OR-OSHA officer also.
- B. County Responsibility: The responsibility for coordinating the County's Safety Program lies with the County's Risk Manager who shall:
- 1. Ensure a safe working environment by making periodic safety inspections and responding to safety recommendations as provided for by this Procedure.

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Section 5

2. Establish a County Safety Committee consisting of representatives from all departments and bargaining units.
 3. Ensure that all discovered or reported safety hazards are investigated and corrected as necessary.
 4. Arrange for safety inspections by consultants, hygienists and other health and safety technicians as required.
 5. Assist departments in the development of appropriate safety plans and establishing safety committees as required.
 6. Assist departments in the education and training of employees and furnish technical assistance to best achieve a safe working environment.
 7. Represent the County in safety-related matters which include appearing for hearings on citations issued by OR-OSHA.
- C. Departmental Responsibility: Although detailed practices are dependent on the unique safety requirements of individual departments, the general pattern of the program is as follows:
1. Safety Information: Through the established lines of departmental organization, safety information shall be periodically given to each employee. Department managers shall arrange to regularly discuss safety issues with appropriate supervisors. The supervisors shall transmit safety information to their employees either through group meetings or by discussion with individual employees. Written safety rules shall be formulated for safe working practices concerning departmental operations. These rules must be kept up-to-date and must be thoroughly explained to every employee.
 2. Safety Recommendations: Recommendations will be on the Safety Recommendation Form (See Attachment 1). Employees will forward the form to their supervisors for referral to department heads and the Risk Manager for investigation and follow-up.
 3. Hazardous Working Conditions: All such conditions reported shall be studied and corrected as soon as practicable, either through the elimination of the condition, equipment modification or by proper job instruction.

Chapter 1
Section 5

4. Departmental Safety Committees: Because of the potential for high risk safety exposures, the departments of Youth Services, Public Works and Public Safety, shall establish safety committees. These departmental safety committees shall be in addition to representation on the County Safety Committee.

Other department heads or their designee may establish a departmental safety committee in addition to their representation on the County Safety Committee to address safety issues unique to the department's operations.

5. Departmental Safety Organization: The department head or other designee is responsible for the coordination of the safety program within their department.

D. Supervisory Responsibility:

1. Safety Supervision: The success of the safety program depends upon the efforts of first-line supervisors. Each such supervisor has the responsibility to prevent accidents through continuous surveys of work areas, administering departmental safety rules and developing safe working habits in all employees under their direction. The supervisor's performance in this area will be evaluated annually as a factor of their Performance Appraisal, from the perspective of both their personal work performance and their supervisory responsibility to promote safe work performance by their staff.
2. Safety Education of Employees: The supervisor shall be sure that all employees are acquainted with existing safety rules and that these rules are enforced.
 - a. Problems relating to safety on the job shall be discussed by supervisors either in group meetings or individually.
 - b. Supervisors shall encourage employees to submit safety recommendations and shall see that replies are made promptly.
3. Immediately following any injury, the employee's supervisor will thoroughly investigate all circumstances leading up to the occurrence to determine the basic cause. Copies of the investigation report will be reviewed by the Risk Manager and, if occurring within the Department of Public Works, the Safety Coordinator, to assist in developing procedures, training or

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Section 5

equipment modification in order to prevent similar injuries from recurring.

E. Employee Responsibility:

1. All employees shall be expected to follow all safety practices which are established for the protection of themselves, co-workers and the public.
2. The County expects that each employee will accept safety as a personal matter and cooperate in the safety program by developing safe working habits and by reporting any hazardous working condition. The employee's performance in this area will be evaluated annually as a factor of their Performance Appraisal.
3. As dictated by Oregon law, all employees and passengers must secure themselves in the seat restraint devices before operating any vehicle. It shall be the driver's responsibility to inform all passengers of this policy. The term "employee" includes elected officials, appointed officials, agents and volunteers of Lane County government.
4. Unless otherwise provided through written authorization by the County Administrator, all County vehicles will be operated with their headlights on during daylight as well as evening hours. Research has demonstrated that multiple vehicle accidents may be prevented by this practice. Employees are also encouraged to follow this practice while using their personal vehicles within the scope of employment.
5. Safety recommendations should be made to supervisors on a Safety Recommendation Report Form. For an example of this form, see Attachment 1. If a satisfactory response is not received from the supervisor within five working days, the safety suggestion should be resubmitted to the Risk Manager. The Risk Manager will review and evaluate the recommendation and provide written feedback to the employee within 30 days. All safety recommendations and responses will be reviewed by the County Safety Committee.

VII. Compliance

Compliance with this procedure is mandatory as it affects the safety of the public in general as well as fellow workers. Failure to comply may result in progressive discipline up to and including discharge.

Chapter 1
Section 5

VIII. Implementation and Interpretation

Any question relative to the intent or application of this procedure shall be directed to the Risk Manager.

Authorized: _____
County Administrator Effective Date _____

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8/5/91.



Immediate Action Required
Yes []
No []

SAFETY RECOMMENDATION REPORT

A. EMPLOYEE'S PORTION

1. NAME OF EMPLOYEE: _____ 3. DATE: _____
2. DEPARTMENT: _____ 4. TELEPHONE: _____
5. TYPE OF SAFETY ISSUE:
a. Procedural [] d. Tools []
b. Structural [] e. Environmental []
c. Machine/Equipment [] f. Other []

6. LOCATION: _____

7. EXPLANATION OF CONCERN:

8. SUGGESTED RECOMMENDATION: _____

9. SUPERVISOR ADVISED: YES [] NO []

B. SUPERVISOR'S PORTION

1. SUPERVISOR'S REMARKS: _____

TO BE COMPLETED BY RISK MANAGEMENT:

RESPONSE: _____

ACTION TAKEN: _____

RISK MANAGER _____ DATE _____

Risk Management, White & Canary
Supervisor, Pink
Employee, Goldenrod
C70-139



ADMINISTRATIVE PROCEDURES MANUAL

Chapter 1
Section 6
Issue 2 2/5/90
Date

SUBJECT: SMOKING POLICY FOR COUNTY-OWNED AND LEASED BUILDINGS

I. Purpose

The purpose of this procedure is to develop a policy that is consistent with ORS 433.835 to 433.875 (Oregon Indoor Clean Air Act), Eugene Municipal Code 6.225 to 6.235 (Smoking Ordinance), and Lane Manual 2.430 (Safety Program), and in so doing, contribute to the health and comfort of nonsmokers in County-owned and leased buildings.

II. Scope

This procedure is applicable to all County departments. It is intended to provide a business environment for County employees and the general public, that reduces their exposure to the harmful effects of tobacco smoke. The procedure does not apply to those individuals or agencies who lease County-owned space and conduct operations physically independent of the County. In those instances where the lessee shares building space with County employees and operations, they will be expected to observe this procedure as it relates to common areas, e.g., restrooms, lobbies etc. This procedure does not apply to buildings under the control of the Lane County Fair Board.

III. Amendment

The County Administrator may amend this procedure.

IV. Policy and Procedure

A. Statement

As an owner and administrator of public places as defined in ORS 433.835, the County of Lane hereby prohibits the use of any lighted smoking instrument or device within a County-owned or leased building.

B. Procedure

In support of state and local regulations the County Policy on Smoking in County Buildings shall be implemented as follows:

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Section 6

1. All entrances to County buildings, open to and frequented by the public, shall have signs that contain the words "NO SMOKING" or "SMOKING PROHIBITED WITHIN THE BUILDING." The letters on the signs shall be no less than one (1) inch in height, as referenced by OAR 333-15-0-40(6).
2. All restrooms, waiting rooms, lobbies, dining areas, and spaces commonly occupied by both smokers and nonsmokers shall be posted with "No Smoking" signs. All signs will be lettered as described in item #1.
3. Smoking will be prohibited in all County vehicles. Exceptions to the prohibition include vehicles that are permanently assigned to a smoker, and "heavy equipment," such as dump and solid waste transfer trucks. Smokers in those vehicles shall refrain from smoking when a nonsmoker is present.
4. Buildings where the nature of operations impose a total or partial restriction on the movement of occupants, such as the County Jail, would only be subject to the Lane County Policy on Smoking for those portions of the building that are unrestricted. This does not preclude the use of internal rules to control the smoking of inmates, detainees, patients, etc.

V. Implementation and Compliance

Managers and supervisors throughout the lines of authority shall be responsible for implementing and enforcing this policy. Members of the general public who knowingly and willingly violate the Lane County Policy on Smoking, may be prosecuted as specified in ORS 433.855 and 433.990. County employees who knowingly and willingly violate the Lane County Policy on Smoking will be subject to normal disciplinary measures as specified in the APM, Chapter 3, Section 52.

VI. Interpretation and Clarification

Any question concerning the intent and/or application of this procedure should be directed to the Office of the County Administrator.

Authorized: _____
County Administrator _____ Effective Date _____

This on-line version of the Administrative Procedures Manual
is a copy of the original signed by the County Administrator on
2/5/90.





ADMINISTRATIVE PROCEDURES MANUAL

Chapter 1
Section 7
Issue 3 3/3/86
 Date

SUBJECT: REPORTING AND OBTAINING REPLACEMENT FOR STOLEN COUNTY PROPERTY

I. Purpose

The purpose of this procedure is to establish a standard process for reporting the theft of County-owned property and to establish the method of replacing that property.

II. Scope

This procedure is applicable to all County departments at all locations including the Lane County Fairboard and the County-owned property in the Lane County Housing Authority and Community Service Agency's offices. This includes property purchased with federal, state, or local grant funds and maintained by the County.

III. Amendment

This procedure may be amended by the County Administrator.

IV. Definitions

CAPITAL OUTLAY ITEMS - items which cost more than \$300.00 or have a useful life of one or more years such as machinery, furniture, or equipment.

COUNTY-OWNED PROPERTY - That property or equipment owned by Lane County whether listed on the asset inventory or not. This does not include personally-owned items even though used on the job at the County. That property is defined and covered in Chapter 3, Section 33 of the Administrative Procedures Manual, "Reimbursement for Repair or Replacement of Destroyed or Damaged Personal Property."

LOSS - All property stolen at the same time, at the same building complex or location. Inventory loss not directly attributable to a theft is not considered stolen property for the purposes of this procedure.

V. Procedure

A. Reporting Stolen Property

1. Any department discovering the theft of County-owned property will immediately report such theft to the Sheriff's Office and/or municipal police and to the Risk Manager. Property must be stolen. Inventory loss is not considered stolen unless theft can be proven.
 - a. To report the theft to the Sheriff's Office, telephone the Communications/Records Section. A deputy will complete the Lane County Sheriff's Office Crime Report. The department should request a copy of the crime report.
 - b. To report the theft to the Risk Manager, complete the Lane County Stolen Property Report (see Attachment I for an example). Blank forms may be obtained from the Risk Manager. Attach a copy of the Lane County Sheriff's Office Crime Report to the Lane County Stolen Property Report.
 2. Stolen property that is listed on the fixed asset inventory must also be removed from the department's fixed asset account. The department reporting the theft shall complete a Lane County Fixed Asset Data Entry Sheet for the stolen equipment (see Attachment II for an example) and send it to the Audit Section of Finance. Blank Fixed Asset Data Entry Sheet forms can be obtained from the Audit Section of Finance.
- B. The Risk Manager will file any applicable claims for the stolen property with the appropriate insurance company.
- C. Any reimbursement for stolen property will be deposited in the General Expense Revenue Account or the fund that originally purchased the material, whichever is appropriate.
- D. Replacing Stolen Property

If the department determines that the stolen property needs to be replaced, they will check with Lane County Purchasing staff to see if it can be replaced out of County surplus property. If the stolen property cannot be replaced out of surplus property and is a capital outlay item, the department may request replacement funds from the Director of Finance and Management Services by completing the "Replacement of Stolen Equipment/Property Section" of the Lane County Stolen Property Report.

Chapter 1
Section 7

VI. Interpretation and Implementation

Any questions relative to the intent or application of these procedures should be directed to the Risk Manager who shall have the authority for interpreting and implementing this procedure.

Authorized: _____
County Administrator _____ Effective Date _____

This on-line version of the Administrative Procedures Manual
is a copy of the original signed by the County Administrator on
3/3/86.



Lane County Stolen Property Report

DEPARTMENT CONTACT PERSON Carol Smith	COUNTY EXTENSION # 4123
DEPARTMENT NAME Public Works	DIVISION NAME Engineering

SEND THE COMPLETED FORM TO THE RISK MANAGER.

DETAILS OF THE THEFT (date and time, location, person who discovered the theft, and so forth): A typewriter and calculator were stolen from Carol Smith's work station between 5:30 p.m. on June 15, 1982 and 7:45 a.m. June 16, 1982. Ms. Smith's desk faces the Director's office, and the Director noticed the missing equipment when he arrived at work on the morning of June 16.

- DESCRIPTION OF THE STOLEN EQUIPMENT/PROPERTY (type, make, model, County asset number, replacement cost, and age):

IBM Correcting Selectric II Typewriter; Asset #04355; Cost- \$700.00
Purchased in October, 1981.

Casio DR 1210 Calculator; Asset #04967; Cost- \$140.00; Purchased in August, 1981.

- REPLACEMENT OF STOLEN EQUIPMENT/PROPERTY (Capital Outlay Items Only):

- The equipment/property will not be replaced.
 The equipment will be replaced with surplus County property to be acquired from Central Purchasing.
 The equipment/property needs to be replaced. Department and County surplus property have been checked and none is available. Replacement funds cannot be made available from the department budget. Replacement funds are requested from County Administration

in the amount of \$ 840.00.

- A Lane County Sheriff's Office Crime Report and Fixed Asset Data Entry Sheet, if applicable, have been completed.

O.H. Lawrence

Signature of Department Director

June 19, 1982

Date

FOR COUNTY ADMINISTRATION USE ONLY:

- Date ins. claim filed: _____ Company: _____

Reimb. of \$ _____ deposited to Fund _____ on (date) _____

- REPLACEMENT FUNDS: Approved - \$ _____ Disapproved

Signature of Analyst

Date

* Copy of applicable reports sent to Fixed Assets in Finance on (date)
AP 1-7 (10-81)

COMPLETE SECTION A for ALL transactions and complete the appropriate section(s) that correspond to the disposition code description.

DISPOSITION CODES

1. NEW ACQUISITION: Complete section B & H. Capital - an asset purchased from a Capital Outlay Budget. Const. - an asset constructed by the County but not expense the receiving organization. Gift - an asset given to County. Appraised - an asset that is found (refer to Asset Manual 2.03).
 - 2. SALE: Can only be effected by the County Property Control Officer (refer to Fixed Asset System Manual 2.13).
 - 3. RETIREMENT: Can only be effected by the County Property Control Officer (refer to Asset System Manual 2.11).
 - 4. TRANSFER: Complete section D & G. Assets transfer by funds, organizations, buildings and rooms. Contact the County Property Control Officer for partial transfers. Transfer and receiving signatures required in section G. (Required Asset Manual 2.16).
 - 5. TRADE IN: Complete section C & H. (refer to Fixed Asset System Manual 2.08).
 - 6. IMPROVEMENT: An improvement on an existing asset which increased its value but not include repairs. Complete sections B & H. (refer to Fixed Asset Manual 2.03).

NOTE: A separate form must be completed for each stolen asset.

Approved _____
County P.C.O. _____
Div. Signature _____

Receiving Org. Signed _____
Signed _____
Signed _____

Approved _____
Signature _____
Title: Admin. Assistant _____
Date: 10-20-81 _____

An improvement which increased its value. Does not include repairs. Complete Sections B & H. Refer to Fixed Asset Manual 2.08).

6. IMPROVEMENT: An improvement expense to an existing asset.

FIXED ASSET DATA ENTRY SHEET

ASSET TAG #	04967	FD	24	ORG	0874
DISPOSITION	3	DISPOSITION/ACQUIRED DATE October 16, 1981			

FIXED ASSET DATA ENTRY SHEET

<i>Retirement, lost, stolen code</i>					
ASSET TAG #	04355	FD	24	ORG	0874
DISPOSITION	3	DISPOSITION/ACQUIRED DATE October 16, 1981			
<i>*ACQUISITION OR IMPROVEMENT OF ASSET*</i>					
CAPITAL EXP \$	OBJ	PGM/SPO	GRAT	APPRAISED \$	
IMHOUSE CONST \$	OBJ	PGM/SPO	GRAT	APPRAISED \$	
ASSET CODE	OBJ	PGM/SPO	GRAT	APPRAISED \$	
SLDG	ROOM	OBJ	PGM/SPO	APPRAISED \$	
SALVAGE VALUE \$	OBJ	PGM/SPO	GRAT	APPRAISED \$	
APRX LIFE	OBJ	PGM/SPO	GRAT	APPRAISED \$	
QUANTITY	OBJ	PGM/SPO	GRAT	APPRAISED \$	
<i>*TRADE IN OF ASSET*</i>					
PARTIAL VALUE \$	OBJ	PGM/SPO	GRAT	APPRAISED \$	
PARTIAL QUANTITY	OBJ	PGM/SPO	GRAT	APPRAISED \$	
FOR TAG #	OBJ	PGM/SPO	GRAT	APPRAISED \$	
<i>*SALE OF ASSET*</i>					
REVENUE \$	OBJ	PGM/SPO	GRAT	APPRAISED \$	
PARTIAL QUANTITY	OBJ	PGM/SPO	GRAT	APPRAISED \$	
<i>*PARTIAL RETIREMENT OF ASSET*</i>					
PARTIAL QUANTITY	OBJ	PGM/SPO	GRAT	APPRAISED \$	
PARTIAL VALUE \$	OBJ	PGM/SPO	GRAT	APPRAISED \$	
<i>*TRADE IN:</i>					
FD	ORG	OBJ	PGM/SPO	GRAT	APPRAISED \$
TO FD	ORG	OBJ	PGM/SPO	GRAT	APPRAISED \$
TO BLDG	ROOM	OBJ	PGM/SPO	GRAT	APPRAISED \$
<i>G. TRANSFERRING ORG. Signed _____</i>					
<i>H. RECEIVING ORG. Signed _____</i>					

ADMINISTRATIVE PROCEDURES MANUAL



Chapter 1
Section 8
Issue 4 9/30/09
Date

SUBJECT: USE OF AN EMPLOYEE'S OFFICE OR POSITION

I. Purpose

The purpose of this procedure is to define a code of conduct for employees and officers of the County in regard to the acceptance of gifts and gratuities, or the use of an employee's position or office for financial or personal gain, or avoidance of financial detriment.

II. Scope

This procedure is applicable to all County employees in the classified service and non-elected department directors. The code of ethics specified in ORS 244.040 applies to all County employees regardless of whether they are in the classified service or not. The procedure is not applicable to employees of the Lane County Fair Board or to elected officials of the County. Nothing in this administrative procedure shall prohibit the Lane County Sheriff from promulgating certain rules, regulations, policies, or procedures for Public Safety employees which exceed those contained within this Section.

III. Amendment

The County Administrator may amend this procedure.

IV. Guidelines

- A. Employees, or members of their family who reside in the employee's household, shall not solicit gratuities, favors, gifts, or items of monetary value from contractors, parties to sub-agreements, or persons/individuals known to have an actual or future administrative or business involvement with Lane County, unless such solicitation has been approved by the County Administrator or the Board of County Commissioners.
- B. Employees, or members of their family who reside in the employee's household, shall not accept gratuities, favors, gifts, or items of monetary value exceeding \$50 total in a calendar year from contractors, parties to subagreements, or persons/individuals known to have an actual or future administrative or business involvement with Lane County.

Gifts and gratuities which are covered by these guidelines include but are not limited to:

1. Passes or tickets to recreational or entertainment events.
 2. Consumable goods (such as food, beverages, tobacco or other products) whether provided directly by the distributor, an individual, a company, a contract employee, or a consultant of the County. Exception to this guideline are meals provided by members of other governmental agencies or vendors during the conduct or transaction of County business.
 3. Any remuneration for employment with the County other than that specified in the Official Compensation Plan, reimbursement for expenses duly incurred in the conduct of County business and cash and other monetary rewards under the S.A.V.E. or other County program, whether such remuneration be in the form of cash, material gifts or services.
- C. Promotional merchandise received in the conduct of County business is the property of the County. This merchandise shall be transferred to the control of the Director of the Department of Management Services for disposition.
1. Examples of promotional merchandise which shall be transferred to the Director of Management Services are coupons or certificates good for discounts or free merchandise or services given in exchange for the County's purchase of merchandise or services.
 2. An exception to this guideline is merchandise valued at less than \$100 which is won at a drawing at a conference or seminar put on by or on behalf of public agencies or employees.
- D. Product or service discounts from a vendor who transacts business with the County shall be prohibited for the personal use or benefit of employees, officials, and members of their households. Discount opportunities that are offered to all public employees are acceptable.
- E. Employees of County departments (Public Works, Management Services) which periodically conduct public auctions of surplus County-owned property (real or personal), equipment or other items as required under law, and whose positions in such departments could provide them with information not available to the general public or otherwise permit them to gain an unfair advantage in bidding, or members of their family who reside in the employee's household, shall be prohibited from bidding at such auctions. This prohibition shall also apply to all employees who are involved with administering the auctions; who review bids and award or authorize the sales, or who are in other departments which may advise or assist in the auction (County Administration, County Counsel).

Exemptions will be considered on a case by case basis upon submission of written justification to the County Administrator. Section IV.E. does not apply when the auction is conducted by sealed bid, except those employees administering the auction are still bound by Section IV.E.

- F. No employee shall participate in the evaluation, selection, recommendation for award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, a member of the household, and/or domestic or business partner, or any organization that has a known future intention to employ one of the above has a financial interest in the entity selected for the award.
- G. No employee shall use his or her position of employment with Lane County and attendant access to its facilities, equipment and/or resources for the financial gain or avoidance of financial detriment to either him or herself, or members of family or household. Minor, incidental personal use of facilities, equipment, and/or resources not for financial gain or avoidance of financial detriment is permissible, but this permission should not be interpreted as a waiver of the employee's obligation to reimburse the County for direct costs incurred in the employee's use of County resources such as long distance phone calls, copier use, and so forth.

V. Procedures

- A. Any County employee who receives a gift or gratuity, the acceptance of which would constitute violation of this procedure, shall return said gift or gratuity to the donor immediately. Within five (5) working days the employee shall report in writing to his or her department head the receipt and subsequent return of said gift or gratuity. In instances where gifts or other items are received from anonymous donors, the gifts shall be turned over to the Director of Management Services. The Director will place cash gifts and gratuities in the General Fund. Non-cash gifts will be assigned to a County agency to offset the need for a similar purchase. If this is not possible, the item will be sold at the next public auction.
- B. Any County employee who receives promotional merchandise in the conduct of County business, the acceptance of which would constitute a violation of this procedure, shall immediately transfer such merchandise to the control of the Director of Management Services. Such merchandise will be processed in the same manner and time frame as specified in Section V., Paragraph A., above.
- C. Employees who have reason to believe a violation of ethical practices as outlined above has occurred are encouraged to pursue their concerns with appropriate supervisory and management staff. Where such alleged violation concerns an appointed department director, the County Administrator should be consulted. Ethical concerns relating to the County Administrator should be discussed with the Chair of the Board of County Commissioners. Alleged complaints involving

elected officials should be pursued through the Oregon Government Standards and Practices Commission pursuant to ORS 244.260. In every case, the employee is afforded full protection of Oregon's Whistleblower Law, ORS 240.316 which guarantees immunity for staff who disclose incidents of wrongdoing in public agencies.

- D. The violation of this procedure shall be cause for discipline as prescribed by Administrative Procedure 3-52 or the applicable labor agreement.

VI. Implementation and Interpretation

Any question relative to the intent or application of this procedure should be directed to the Director of Management Services, who is delegated the responsibility for interpreting this procedure.

Authorized: _____
County Administrator _____ Effective Date _____

This on-line version of the Administrative Procedures Manual
is a copy of the original signed by the County Administrator on
9/30/2009



ADMINISTRATIVE PROCEDURES MANUAL



Chapter 1
Section 10
Issue 6 5/11/04
Date

SUBJECT: ADVISORY COMMITTEES

I. Purpose

The purpose of this administrative procedure is to establish a standard method for maintaining and providing County staff support to advisory committees.

II. Scope

This procedure is applicable to all County departments as well as the Lane County Fair Board and the Lane County Housing Authority and Community Services Agency. Where any action, subsection, sentence, clause, or phrase of these procedures is found inconsistent with either properly negotiated and ratified working agreements concluded through collective bargaining between Lane County and duly certified representatives, or with any state or federal law, or administrative rule, the terms of such agreements, laws, or rules shall prevail. Exceptions to this procedure shall only be allowed when written documentation of an overriding agreement, law, or rule is provided to the implementing department.

III. Amendment

The County Administrator may amend this procedure as required.

IV. Procedures

A. County Staff Support

Specific direction from the Board of Commissioners and advisory committee bylaws shall define the role of the department staff liaison in support of an advisory committee.

1. The department staff liaison assigned to a committee will provide all support services inclusive in this administrative procedure. These include, but are not limited to, the following:

Chapter 1
Section 10

- a. May participate in committee deliberations.
 - b. Staff may serve as chair for a new committee until it is sufficiently organized to elect officers.
 - c. Submits letters of resignation to the County Administrator's Office. In the absence of a letter, will include the reason for resignation in a memorandum along with a written request to advertise for that vacant position.
 - d. Notifies present committee members and the County Administrator's Office at least two months prior to the expiration of members' terms.
 - e. Prepares on behalf of the Board of County Commissioners letters of appreciation for participation and service to those committee members who have resigned or whose terms have expired.
 - f. Picks up the original applications for membership the day following deadline for applications to be submitted to the County Administrator's Office.
 - g. Prepares advisory committee agenda packets for the consideration of the Board of County Commissioners, in accordance with Administrative Procedures Manual, Chapter 1, Section 2.
 - h. Prepares orientation packets for new members.
 - i. If a committee meeting is rescheduled or changed, is responsible for notifying the Document Resource Center by 12:00 noon on Wednesday, a week prior to the meeting date.
 - j. Sends agenda and minutes of committee meetings to the County Administrator's Office and/or to the Commissioner representative.
 - k. Prepares and submits any changes in bylaws to the Board of County Commissioners with a copy to the County Administrator's Office.
 - l. Coordinates the development of the annual report and yearly work plan and submits to the Board of County Commissioners by February 1 of each year.
2. Department directors shall be responsible for advising the Board of Commissioners of an action or proposed action of a committee that is inconsistent with County policy, procedures, or authorized budgetary resources.

This policy applies to all advisory committees unless specifically exempted by the Board of Commissioners.

B. Vacancies

1. **Vacancy Due to Resignation:** A letter of resignation signed by the resigning committee member must be submitted to the County Administrator's Office by the department staff liaison before advertising a vacancy on any advisory committee. In the absence of such letter, the department staff liaison will include the reason for resignation in a memorandum to the County Administrator's Office along with the request to advertise the vacant position.
2. **Vacancy Due to Expiration of Term:** A person presently serving on a committee who wishes to be considered for another term on the advisory committee must complete and submit a new application. It will be the responsibility of the department staff liaison to notify present committee members and the County Administrator's Office at least two months prior to the expiration of terms.
3. **Vacancy Due to Failure to Comply with Bylaws:** When bylaws state that a voting member absent from three consecutive meetings, unexcused, shall be removed, the following materials are required:
 - a. A memorandum to the County Administrator's Office from the department staff liaison documenting the missed meeting dates or, a copy of the attendance record (See Attachments 7 and 8);
 - b. Documentation of attempts to contact the individual;
 - c. A copy of a letter that will be sent to individual notifying him or her of present status; and
 - d. A request to the County Administrator's Office to advertise for the vacant position.

C. Letter of Appreciation

Letters of appreciation for participation and service to resigning committee members and members whose terms are expiring, shall be drafted on behalf of the Board of Commissioners by the department staff liaison for signature by the Chairperson of the Board of Commissioners. (See Attachment 1 for an example.)

D. Application Process for Committee Vacancies

1. Following written notification to the County Administrator's Office by the department staff liaison of a vacancy on an advisory committee, a news release is prepared by the Document Resource Center and sent to the media. The news release provides the following information:
 - a. The name of the advisory committee, membership, committee charge, number of vacancies on the committee, and any special needs or qualifications of applicants;
 - b. Closing date for submitting applications; and
 - c. Where and how to obtain an application.
2. Vacancies shall be advertised for 30 days.
3. News releases are sent to the following: libraries, chambers of commerce, and news media.

DEADLINE: All completed applications must be submitted to the County Administrator's Office by 5:00 p.m. on the closing date indicated in the news release to be considered for appointment.

E. Appointment Process for Committee Vacancies

When the time period for acceptance of applications has expired:

1. The County Administrator's Office will make one copy of each application (see the attached sample of Application for Lane County Citizen Advisory Committees, Attachment 2) for its files.
2. Original applications (new and those received over the past 12 months) will be picked up by the department staff liaison to present to the advisory committee for its review and subsequent recommendation.
3. The committee's recommendations will then be returned by the department staff liaison to the Board of Commissioners' Office to be placed on the Board Agenda in accordance with Administrative Procedure Chapter 1, Section 2, Process for Submitting Agenda Items for Consideration at Board of Commissioners' Meetings. The recommendation shall contain the following information:
 - a. One completed Citizen Advisory Committee Appointments memo (see the attached sample, Attachment 3), with an up-to-date list of committee members (name and term) attached.

- b. A copy of each completed Application for Citizen Advisory Committees with attachments. Do not attach the second page (page 2 of 2). If additional material or resumes are attached, addresses and phone numbers must be blacked out.
 - c. Completed Agenda Checklist, with reference to any qualifications for membership (i.e., citing local, state, or federal requirements).
 - d. NOTIFICATION OF APPOINTMENT OR NONAPPOINTMENT. Notification of appointment or non-appointment letters must be submitted after action taken by the Board. (See Attachments 4 and 5 for examples.)
 - e. Board Order and notification letters will be processed by the responsible department and submitted to the County Administration Office for signatures. (See Attachment 6 for example.)
4. The department staff liaison should attend the Board of Commissioners' meeting on the scheduled agenda date to make the presentation of advisory committee recommendations.
5. Only those citizens who have formally applied for membership within the proper time frame and have the proper qualifications as specified by the Board of Commissioners in Lane Manual Chapter 3 may be considered for appointment to an advisory committee.
6. A packet of information shall be prepared by the department staff liaison for distribution to the new advisory committee appointees. This packet shall contain: notification of appointment letter, advisory committee policy and informational materials, copy of committee charge, and any other pertinent County information.
7. The department staff liaison is responsible for providing new appointees with copies of bylaws and minutes of past committee meetings.
8. County employees should not ordinarily be deemed eligible as citizen representatives on advisory committees. REFER TO LANE MANUAL, CHAPTER 3.

F. Meeting Notice Procedure and News Releases

1. Notice: The Public Meetings Law requires that public notice be given of the time and place of meetings. The notice must be reasonably calculated to give actual notice to interested persons and members of a governing body.

Notice of all advisory committee meetings must be published two weeks prior to the meeting date, unless provided otherwise by state law, Lane Code, or Lane Manual. It is the responsibility of the department staff liaison to ensure compliance with this procedure.

The County Administrator's Office has records of regularly scheduled advisory committee meetings; therefore, if the meeting is rescheduled or changed, it is the responsibility of the department staff liaison to notify the County Administrator's Office and to contact media representatives in the event of late changes.

2. Agenda: If there is an established agenda, it should be included with the Meetings Notice; otherwise, notice of the subject matter is sufficient.

The department staff liaison is responsible for sending a copy of the advisory committee agenda to the County Administrator's Office two weeks prior to the meeting date. A copy of the agenda will be forwarded to the Commissioner liaison.

3. Minutes. The Public Meetings Law requires written minutes of all public meetings, including executive sessions. Regular meeting minutes shall include: members present, motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition, result of all votes and the vote of each member by name (except for public bodies consisting of more than 25 members unless requested by a member of that body), the substance of discussion on any issue which concludes with a committee action, and the subject matter of any other discussion. Instead of written minutes, a record of any executive session may be kept in the form of an audio tape recording, which need not be transcribed unless otherwise provided by law. Material the disclosure of which is inconsistent with the purpose for which a meeting under ORS 192.660 is authorized to be held may be excluded from disclosure. However, excluded materials are authorized to be examined privately by a court in any legal action, and the court shall determine their admissibility.

Minutes of the advisory committee meetings shall be sent to the County Administrator's Office by the department staff liaison; a copy will be forwarded to the Board of Commissioners by the County Administrator's Office. It is the department staff liaison's responsibility to highlight matters in the minutes to indicate special notice to the Board of Commissioners.

4. **Emergency Meetings Notice Procedure:** An emergency is defined as a sudden unexpected happening, an unforeseen occurrence or condition, specifically, perplexing contingency or complication of circumstances; a sudden or unexpected occasion for action; exigency, pressing necessity--defined by Legal Counsel.

Media must be given at least 24-hour notice by e-mail or telephone and the County Administrator's Office must be contacted regarding the emergency meetings.

G. Bylaws Procedure

1. The department staff liaison is responsible for submitting any recommended changes to existing bylaws or new bylaws with an accompanying Board Order to be submitted to the Board of Commissioners for approval. (See Attachments 9, 10 and 11.)
2. After Board approval, the department staff liaison is responsible for submitting a copy of approved bylaws (with an accompanying Board Order) to the County Administrator's Office.

H. Annual Work Plan

By February 1 each year, each advisory committee shall provide the Board of Commissioners and the County Administrator's Office with an annual report detailing the committee's accomplishments over the past year and the proposed work plan for the coming year. It is the responsibility of the department staff liaison to coordinate the development of the annual report with the committee and forward that report to the County Administrator's Office for scheduling on the Board of Commissioners' Agenda.

I. Forming New Committees

1. The Board of Commissioners may create new committees based on its own initiative or on recommendations from staff, citizens, or other sources.
2. The Board of Commissioners assigns the committee a specific charge by Board Order, which is included in Lane Manual Chapter 3. The Board of Commissioners will also establish the qualifications for membership, terms of office, and number of consecutive terms, to be included in the committee bylaws. (See Attachments 9 and 10 for sample of bylaws.) The committee is responsible for preparing bylaws with an attached Board Order to be submitted to the Board of Commissioners for review and approval, unless (a) provided otherwise by Lane Manual.

Chapter 1
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V. Implementation

Any questions relative to the intent or application of this procedure shall be directed to the County Administrator's Office, who is responsible for the interpretation and implementation of this procedure.

Approved: _____
County Administrator _____ Effective Date _____

This on-line version of the Administrative Procedures Manual
is a copy of the original signed by the County Administrator on
5/14/04.



Dear

We would like to extend our sincere thanks and appreciation to you for your participation on the _____ Advisory Committee. Your contributions of time and support to the committee have been invaluable over the years and your presence will be missed. We hope that your experience and continued interest will complement our efforts as you speak with your friends about the accomplishments of Lane County to improve services for our citizens.

If you have an opportunity to drop by and attend one of the meetings of the Advisory Committee in the future, you would be welcome. Again, the Board of Commissioners extends its thanks to you for your service to our community.

Sincerely,

Chair, Lane County Board of Commissioners



**Lane County
CITIZEN ADVISORY COMMITTEE
APPLICATION**

Page 1 of 2

Attachment 2

APPLICANT'S NAME AND CITY:	DATE:
NAME OF ADVISORY COMMITTEE:	PLEASE CHECK ONE: <input type="checkbox"/> New Applicant <input type="checkbox"/> Application for

1. Give a brief description of the experience or training that qualifies you for membership on this advisory committee (If you wish, you may attach a resume or other pertinent material.)
2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?
3. List the community concerns related to this committee that you would like to see addressed if you are appointed.
4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)
5. Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities.
6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?
7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the County or that might be within the purview of the committee on which you are seeking appointment? (If there is a change in your circumstances, please advise the staff for the committee within 30 days.)
 No Yes Specify: _____
8. How did you learn about this vacancy? Newspaper Word of mouth Other: _____
9. In which County Commissioner District do you reside? please check one:
 Unsure West Lane County Springfield South Eugene North Eugene East Lane County

**The Board of Commissioners has adopted the following policy on reappointments:*

a. Members of County advisory groups will serve a maximum of two consecutive terms when term lengths are three or more years in length.

b. The deadline for incumbent applications will be the same as the deadline for new applications.

** Unless waived by the Board.*



**Lane County
CITIZEN ADVISORY COMMITTEE
APPLICATION**

Page 2 of 2

Please Print

Name: _____

(Last) _____ (First) _____

Address: _____
(Street) _____ (City) _____ (Zip) _____

Home Phone: _____ How Long Have You Lived in Lane County? _____ Years
____ Months

Occupation: _____ Place of Employment:

Business Address: _____ Business Phone: _____

E-Mail Address: _____ Fax: _____

NOTE: Information in this box consisting of home addresses and phone numbers may be exempt from disclosure per ORS 192.502(3).

OPTIONAL INFORMATION

Lane County is required under state and federal guidelines to identify applicants by ethnicity, race, gender and age. Supplying this information will also assist Lane County in evaluating its Diversity Implementation Plan to achieve more diversity on its advisory committees. Providing this information will not adversely affect your opportunity to serve on this committee or board and this information is processed separately from the application. Completion of this section is entirely voluntary and remains confidential.

Male

African American

Hispanic/Chicano/Latino

Female

European American

Other:

Asian American

Native American

Disability: *Type:

*This information is used to ensure there is reasonable accommodation and representation on advisory boards.

Is your age over 40? Yes No

Lane County does not discriminate against any person on the basis of race, color, national origin, gender, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities.

Signature of Applicant _____ Date: _____

Except as noted above, all information provided as part of this application is a public record subject to disclosure.

**Please Return to: Lane County Administration
Public Service Building
125 East 8th Avenue
Eugene, OR 97401**

NOTE: If you are not selected at this time, your application will be kept on file for 12 months from the date it was received and will be reconsidered as vacancies occur.

CITIZEN ADVISORY COMMITTEE APPOINTMENTS

Date

- A. MOTION: IN THE MATTER OF APPOINTING MEMBER(S) TO THE

COMMITTEE/BOARD/COMMISSION
name of Advisory Committee

VACANCIES

B. _____ has reviewed attached applications.
name of Committee

RECOMMENDATIONS

TERM EXPIRATION

MANDATED COMMITTEE YES NO

STAFF LIAISON: _____ **PHONE:** _____
name dept./div.

COMMITTEE CHARGE:

- #### D. BACKGROUND/ANALYSIS:

NOTE: A list of the present membership of your committee MUST be attached as part of the agenda packet.

Copies of applications are on file in the County Administrator's Office.

Dear

Congratulations on your appointment to the _____ Advisory Committee/Board.

It is my judgment that Lane County is most fortunate to have a person with your knowledge, interest and willingness to serve on this committee/board.

I look forward to your participation, and speaking on behalf of County Government, I hope that your association will be mutually beneficial and rewarding.

Best wishes to you as you assume your new responsibilities on the _____
Advisory/Board.

Chair
Lane County Board of Commissioners

Dear

I would like to acknowledge and thank you for taking the time to apply for the vacant _____ position on the _____ Advisory Committee/Board.

Making a final choice from among the many applicants for the position was quite difficult. However, after careful consideration of qualifications, background and experience, we have selected another applicant to fill this position.

We will continue to keep your application on file for a year from date of receipt, and if another vacancy should occur during this time your application will be automatically submitted for consideration.

Your interest in serving Lane County is greatly appreciated.

Sincerely,

Chair
Lane County Board of Commissioners

**IN THE BOARD OF COUNTY COMMISSIONERS
OF LANE COUNTY, OREGON**

ORDER No. 04-5-3-__) IN THE MATTER OF APPOINTING _____
) MEMBERS TO THE _____
) ADVISORY COMMITTEE

WHEREAS, __ vacancy(ies) exist(s) on the _____ Advisory Committee, due to the expiration of/resignation from the terms of _____; and

WHEREAS, the __ vacancy(ies) was (were) duly advertised and applications reviewed.

NOW THEREFORE IT IS HEREBY ORDERED THAT the following person(s) be appointed to _____ position(s) on the _____ Advisory Committee to serve a ____-year term.

NAME _____ **TERM** (1st or 2nd) _____

IT IS FURTHER ORDERED that the term of the position(s) appointed hereunder begins
on and expires on .

Dated this day of , 2004.

Chair, Lane County Board of Commissioners

ATTENDANCE RECORD

(Name of Committee)

(Year)

A = Absent

A = Absent X = Present

EA = Excused Absence

R = Resigned

NM = New Member

ATTENDANCE RECORD

(Name of Committee)

(Year)

SAMPLE BYLAWS FOR CITIZENS' ADVISORY COMMITTEES

[GENERAL INFORMATION: Consult Lane Manual, Chapter 3, in preparing your committee's bylaws. The bylaws must conform to the applicable Manual provisions. Some committees have federal or state mandates with which they must comply and which should be briefly summarized in LM Chapter 3. If you know the federal or state citation, cite it in the bylaws as done in this sample. If not, ask Legal Counsel when the bylaws are submitted for adoption or amendment.]

ARTICLE I. NAME. This Committee shall be known as the _____ Citizens' Advisory Committee, hereinafter referred to as the Committee. *[The name must be exactly as it appears in LM Chapter 3.]*

ARTICLE II. RESPONSIBILITIES AND OBJECTIVES. In accordance with LM 3.5_____, the Committee has the following authorities and responsibilities:

[Repeat here the LM language.]

In addition to the above-cited objectives, the Committee shall also have the following responsibilities and objectives:

A. *[Outline here]*

B. *[Outline here]*

[This section should contain the "charge" to the Committee as set out in LM Chapter 3. If the Committee has federal or state statutory duties, those duties should appear here, and reference should be made to applicable state and federal law.]

ARTICLE III. MEMBERSHIP.

A. The Committee shall consist of ____ members, each of whom shall serve ____-year terms as specified in LM 3.5_____.

B. The Committee shall consist of one representative each from the following groups:
_____, as mandated by LM 3.5_____. *[This provision applies only if the Lane Manual or applicable statute contains requirements for composition of the group.]*

ARTICLE IV. VACANCIES.

A. Vacancies may occur because of death, illness, resignation or other reasons. When such a situation occurs, the Committee shall notify the County Administrator's Office, which will request that the Board of County Commissioners declare a vacancy and appoint a replacement.

B. A member who is absent without excuse from ____ consecutive meetings shall receive a certified letter from the chairperson of the Committee that if the member fails to attend the next meeting without excuse, the chairperson will request that the Board of County Commissioners declare a vacancy and appoint a replacement.

ARTICLE V. OFFICERS.

- A. The officers of the Committee shall be elected to serve for ____ years or until their successors are elected and shall consist of the following:
 - 1. Chairperson - who shall preside at all meetings of the Committee and ____ *[specify other special duties as desired. Examples: maintaining contacts with Department Heads, conducting correspondence, presenting reports and recommendations to the Board.]*
 - 2. Vice-Chairperson - who shall act in the absence of the Chairperson.
 - 3. Secretary - who shall act in the absence of the Chairperson or Vice-Chairperson, and shall maintain accurate minutes of topics discussed, motions and votes (by name).
- B. An officer may be removed from office for misconduct or neglect of duty in office. *[The Committee should set out criteria for what is to be deemed misconduct and neglect of duty. The Roberts' Rules procedure is to rescind the election and then elect a successor for the remainder of the term.]*

ARTICLE VI. MEETINGS AND VOTING.

- A. The Committee shall meet at least _____ as mandated by LM 3.5____.
- B. All meetings of the Committee shall be conducted in accordance with the Oregon Open Meetings law, ORS 192.610-.690. The Committee is responsible for complying with the requirements of the law, including advance public notice of the agenda and written minutes, which shall be filed with the County Administration Office. *[For guidance, consult the Lane County Advisory Committees Information handbook.]*
- C. Meetings of the Committee shall be conducted according to Roberts' Rules of Order, latest revision, unless otherwise specified in these bylaws.
- D. Each member of the Committee shall be entitled to one vote on all issues at meetings at which the member is present, except as provided in Article VII (Conflict of Interest), and no proxy votes shall be allowed.
- E. ____ of the Committee members shall constitute a quorum for the transaction of business at any meeting of the Committee. *[According to Roberts' Rules, there is no single number or percentage of members that will be equally suitable as a quorum in all committees. The quorum should be as large a number of members as can reasonably be depended on to be present at any meeting.]*
- F. The act of a majority of the total membership shall be the act of the Committee.

ARTICLE VII. CONFLICT OF INTEREST. In accordance with ORS Chapter 244, no Advisory Committee member shall participate in a decision in which he or she has a private

pecuniary interest. Affected members shall disqualify themselves from participation by written notification to the Board of County Commissioners as mandated by ORS 244.210.

ARTICLE VIII. ROLE OF STAFF. *[This should be in accordance with LM Chapter 3. Unless the Board of County Commissioners approves expanded duties, the Committee cannot require more of the staff support person.]*

ARTICLE IX. AMENDMENTS TO BYLAWS. The Committee by two-thirds vote of members present may recommend amendments to these bylaws. Amendments shall become effective only upon approval of Legal Counsel and the Board of County Commissioners.

[GENERAL CAVEAT - LM Chapter 3 is subject to amendment by Board Order. Always double check the Manual when preparing or amending bylaws.]

ADMINISTRATIVE PROCEDURES MANUAL



Chapter 1
Section 15
Issue 5 2/2/12
Date

SUBJECT: APPEAL OF ADMINISTRATIVE PROCEDURES

I. Purpose

To provide a formal appeals process for those who are adversely affected by a Lane County administrative procedure in accordance with Lane Manual 2.095. Appeals of personnel actions and discrimination complaints are covered under APM Chapter 3, Section 60.

Related Procedures: APM 3-60.

II. Scope

This appeals process applies to any approved administrative procedure except when there is a specific exemption to this appeals process as part of a procedure. An appeal may be dismissed or continued at any time in the process in the event that other administrative or judicial relief is sought, alleging the same or similar facts.

Any person who is adversely affected by a Lane County administrative procedure, i.e., a person who suffers an immediate and substantial monetary loss or a violation of their employee rights as a result of an application of a procedure, may use this appeals process.

Where any section, subsection, sentence, clause, or phrase of this procedure is found inconsistent with properly negotiated and ratified working agreements concluded through collective bargaining between Lane County and duly certified or recognized representatives, the terms of such agreements shall prevail. Departments wishing an exception to the application of this procedure shall submit a written proposal to the County Administrator, supporting the justification. Exceptions will take effect upon written approval of the County Administrator.

III. Amendment

The County Administrator may amend this procedure.

IV. Procedure

A. Appeal Procedure

The appeal shall commence with the completion and submission of an Appeal of Administrative Procedure form (see Attachment I for an example). Blank forms may be obtained from the Human Resources Department. All completed forms will be addressed and submitted to the employee's supervisor who shall in turn submit the appeal to the department director. The department director may provide any relevant comments and then submit the appeal to the Human Resources Department Director. In the case of an appeal from a person who is not a County employee, submission of the appeal form shall be directly to the County Administrator.

DEADLINE. All appeals must be submitted to an employee's supervisor within seven (7) calendar days of the incident that the person is appealing. Persons other than employees must submit their appeal to the County Administrator within seven (7) calendar days of the incident. An incident shall be the date on which an employee learns of the application of an administrative procedure which the employee wishes to appeal. A department must submit an appeal to the Human Resources Department Director within five (5) calendar days of receiving it from an employee. These deadlines may be waived by mutual agreement of the Human Resources Department Director and the appellant.

B. Supporting Evidence

Any evidence that may support the person's appeal shall be submitted along with the completed Appeal of Administrative Procedure form. This may include memoranda, statements from witnesses, affidavits, etc.

C. Decision Authority

Within seven (7) calendar days of receiving a completed appeal form, the Human Resources Department Director shall make a written recommendation to the County Administrator. No recommendation shall be made to the County Administrator prior to consultation with all affected department directors. The County Administrator shall have seven (7) calendar days upon receipt of the recommendation to make a ruling on the appeal. That decision shall be in writing stating the reasons for the decision and shall be delivered to the appellant.

D. Judicial Review

If, after receiving the written decision of the County Administrator, the appellant wishes to obtain judicial review of that decision, they may do so according to Oregon Revised Statutes Chapter 34.

Chapter 1
Section 15

E. Exceptions to Deadline

By mutual agreement, any of the time requirements may be waived for this procedure.

V. Interpretation and Implementation

Any questions relative to the intent or application of this procedure should be directed to the Human Resources Department Director who has the authority to interpret and implement this procedure.

Authorized:



County Administrator

2/2/2012

Effective Date

ADMINISTRATIVE PROCEDURES MANUAL



Chapter 1
Section 17
Issue 10 12/17/12
Date

SUBJECT: PUBLIC USE OF COUNTY FACILITIES

I. Purpose

In accordance with Lane Manual Chapter 60, Public Use of County Facilities and Services, and Lane Code Chapter 6, Offenses--Public Property, this procedure is established to provide uniform and consistent policy concerning the use of County buildings, including Harris Hall and Public Service Building conference and meeting rooms, and Courthouse/Public Service Building Plazas, and including political campaigning in County buildings and property.

II. Scope

This procedure is applicable to all departments occupying County-owned, leased or rented facilities, tenants, and users of County buildings, including Harris Hall and Public Service Building conference and meeting rooms.

III. Amendments

The County Administrator may amend this procedure at any time as required, either temporarily or permanently. Temporarily amendments are exempt from the amendment procedures of Chapter 1, Section 1, Issue 4 of this Administrative Procedures Manual and made be made by order of the County Administrator or designee.

IV. Procedure

A. Admittance to County Buildings

1. General. County buildings are normally closed to the public between the hours of 5:30 p.m. and 7:00 a.m., and all day Saturday, Sunday and holidays. County employees and building tenants working during hours when facilities are regularly closed, must adhere to prevailing security provisions and make every effort to prevent unauthorized after-hour access to County buildings.

2. Use by Other than Regular Occupant. Non-official use of County facilities is at the County's convenience and must not in any way interfere with the operations of the County. Such use of the facility must not require care or

service beyond that which is normal and routine for County operations. If a facility is needed for official County activities, permission granted for non-official use may be revoked any time prior to 24 hours before such scheduled use. Permission to use County facilities may be granted to the following:

- a. Other department or agencies of the County.
- b. Agencies of federal, state or other local governments.
- c. County employee organizations.
- d. Other non-profit organizations which either have headquarters or branches in Lane County and whose meetings are open to the public.
- e. Individuals or organizations authorized to use County facilities by the Board.

3. Rules

- a. The organization requesting permission to use County facilities must designate a representative who will be responsible for the protection, care and cleanliness of the used facility.
- b. Facilities must be left in good condition. (See B-6)

4. Administration

- a. If a building is normally occupied by a single department or agency, the head of that department or agency will administer this section of the Administrative Procedures Manual.
- b. If a building is normally occupied by more than one department or agency, the County Administrator or designee will administer this section of the Administrative Procedures Manual.
- c. The Director of Public Safety (Sheriff) and the Director of Health and Human Services will establish rules for visiting hours in their respective facilities, i.e., the County Jail and the John Serbu Youth Campus.
- d. If continuing use has been authorized by the Board, the department responsible under paragraph 4.a, 4.b, or 4.c will establish appropriate rules to insure compliance with County policies, regulations and standards, including agreement forms containing the necessary indemnification/hold-harmless clauses and providing for the required insurance certificates.

- B. Harris Hall and Public Service Building Conference and Meeting Rooms. The goal of this policy is to preserve and prioritize access to the meeting rooms, including Harris Hall, for county related business, and secondarily, to provide nonexclusive public, other government, and community organization access in certain circumstances. The following general rules govern the use of these facilities:
1. Lane County reserves the right to use these facilities at any time.
 2. Facilities are open for non-government use, subject to 3. through 6. below for Monday through Friday from 11:30 a.m. — 1:30 p.m. and Monday through Thursday from 5:00 p.m. — 10:30 p.m., excluding holidays. Building closing time is strictly enforced.
 3. Meeting rooms are open for the use of the public, and community and non-profit organizations that do not have other appropriate meeting facilities, and whose meetings are open to the public and government agencies.
 - a. “other appropriate meeting facilities” includes the non-government sponsor or any of its members owning, leasing, or having access through an affiliation to other meeting facilities that are used for a substantially similar purpose, i.e., subject matter and availability to community groups.
 - b. “open to the public” means allowing all members of the public who wish to attend.
 4. Meeting rooms are available on a first-come, first-serve basis. The use for each non-government sponsor is limited to one time per month, for the total of all meeting rooms covered by this policy. However, a request may be made for additional use and decided by the County Administrator based on weighing the following factors: (a) Competing demand by others; (b) History of requests and whether use is comparatively equal, vis-a-vis others’ use; (c) Whether one type of speech would predominate over others, due to repeated additional use, including but not limited to whether such a predominate use may violate constitutional standards.
 5. The group or individual wishing to use a county meeting room must provide a nonrefundable security deposit in the amount of \$150 (Lane County and City of Eugene staff exempt). The individual or the group's contact person must also provide appropriate photo ID. The individual or the group's contact person agrees to be responsible for any damage to the meeting room relating to its use.

Further:

- All chairs and tables must be returned to their original location and in proper condition.
- All group materials must be removed from the meeting room.
- All trash must be put in appropriate wastebaskets or receptacles.

6. Reservations must be made in advance and require name, address and phone number of the responsible person and organization, along with other information as needed.
7. Lane County may cancel or change any reservation by providing 24-hour notice to the non-county sponsor. Reasonable effort will be made to assist with rescheduling. Security deposits will be refunded if the reservation is cancelled by Lane County and another date and time cannot be rescheduled.

Each organization is responsible for setting up tables and chairs for its activities. County maintenance staff is not available for this purpose. Tables and chairs may not be moved from one room to another, and the table, chair and podium arrangement in Harris Hall Main may not be altered. Following activity in the other meeting rooms, furniture must be returned to its original place.

8. For Harris Hall, the non-government sponsor will be required in unique circumstances to place signs, provided by Lane County, at the three west entrances, containing the following disclaimer:

This meeting/program is sponsored by (name of group), and is not sponsored or endorsed by Lane County. Any information, views, opinion expressed in this program, have not been provided by Lane County.

For other meeting rooms, the non-government sponsor may be required to place at least one such sign near an entrance.

Violation of rules, creating a disturbance, willful damage of County property or equipment, or failure to remove trash and restore property and equipment to their proper position will result in forfeiture of the deposit and/or revocation of future use privileges.

9. Any publicity, advertising, brochures, flyers, programs, other written materials, or signs provided by non-government sponsors may be required to contain the same disclaimer as in 8. above.

Facilities maintenance staff for the County or City of Eugene is responsible for unlocking and locking all doors. In order to comply with fire codes, DO NOT prop meeting room doors open at any time.

10. Reservations for the use of these facilities or other questions concerning their use should be directed to the Office of County Administration.
 11. Lane County does not provide a public address system for any group or person, other than County or the City of Eugene staff, using Harris Hall or any other room in a County building. Public address systems are available for rent at several local rental businesses.
 12. No smoking is permitted in any County facility. No food or drink is permitted on the main floor of Harris Hall. However, other meeting rooms do allow food and drink. Please refer to the rules posted in each meeting room.
- C. Courthouse/Public Service Building Plaza. The following general rules govern the use of the plaza areas outside the Courthouse:
1. The actual free speech area is designated on the west plaza within the Wayne Morse Terrace in an area from the podium area west of Harris Hall, an oval area contained by the Wayne Morse statue on the south and the planter areas to the west and north, and measuring 71' x 73'. In order to ensure health, safety and uninterrupted county operations, use of this designated area is permitted only between 6:00 a.m. and 11:00 p.m. unless otherwise authorized by the County Administrator in writing. Unauthorized use of the free speech area may be punishable as trespass under Lane Code 6.025.
 2. The following conditions and restrictions apply to the use of the Courthouse/PSB plazas:
 - a. In order to protect property, ensure free and orderly flow of pedestrian traffic, as well as uninterrupted building operations during normal business hours, the following uses of the plazas, individually or collectively, are prohibited: (1) Any use, including for speech activities, that generates serious audio or visual distractions; (2) Any use that unreasonably interferes with the normal ingress and egress into or from the building; (3) The affixing of any signs to the building or walls; and (4) Any use that violates any county or city ordinances governing excessive noise.
 - b. In order to protect the building and its occupants in case of an emergency, any physical property used to assist the speaker(s) in communicating a message must be able to be moved quickly and easily. Generally, this means that a speaker may set up a literature/document distribution table, a chair, signs, written materials, and property reasonably necessary to protect speech activity from inclement weather. The county reserves the right to remove unattended property. This physical property must be removed by 11:00 p.m., but

may be replaced again at 6:00 a.m. Non-governmental vehicles and open flames are not permitted at any time.

- c. In order to limit wear and tear on the building and plaza property, and to protect and conserve the resources necessary for efficient county operations, persons using the plazas, including for engaging in speech activities, are not permitted to use the county's water and electricity utility services except as allowed in this subsection. Any speaker desiring access to electricity for the purpose of communicating a message must submit appropriate documentation requesting a electricity permit to County Administration for approval. If the request is granted, access is limited to each individual speaker, or sponsoring group with more than one speaker, to three hours per day, up to six hours per week, and up to two permits per month. Permits are on a first-come, first-serve basis and may be obtained no more than one month in advance. The county reserves the right to charge a reasonable fee for such utility use.

Electrical permits will require a fee of \$82 and a refundable deposit of \$200. Violation of rules, illegal activities, willful damage of County property or equipment, or failure to remove trash and restore property and equipment to their proper position will result in forfeiture of the deposit and potential denial of future use privileges, at county discretion.

Users must remain in compliance with the City of Eugene Noise Ordinance.

- d. In order to limit wear and tear on county property and to protect the health, safety and welfare of the community and its individuals, the following uses are prohibited: use of the plazas or other county property outside the building for living accommodation activities, including by those engaged in speech activities. Prohibited activities include sleeping, making preparations to sleep, maintaining a sleeping bag, bedroll, tent or other structure for sleeping, storing personal belongings, bathing, doing laundry, and preparing meals. All other county and city ordinances concerning camping, including Eugene Code 4.815, apply to use of the plaza areas.
 - e. Nothing contained in these administrative procedures supersedes any other regulation, ordinance, or law that applies to use of the property.
3. Persons using the plazas are responsible for removing litter created as a result of their use of the area, and failure to do so may be punishable as unlawful littering under Lane Code 6.200 if it is necessary for the county to

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clean the area following its use. In addition, all property, signs and material to be distributed must be removed upon departure.

V. Interpretation and Clarification

- A. Any questions concerning the intent or application of this procedure should be directed to the County Administrator or designee in the Office of County Administration who is responsible for the interpretation and implementation of this procedure.

Authorized:  12/17/12
County Administrator Effective Date



ADMINISTRATIVE PROCEDURES MANUAL

Chapter 1
Section 18
Issue 1 6/26/87
 Date

SUBJECT: COUNTY TELEPHONE SYSTEM

I. Purpose

The purpose of this procedure is to provide for a uniform method of operation and use within the County telephone system.

II. Scope

This procedure applies to all County Departments.

III. Procedure

A. Approvals

Within the current structure, L-COG manages the telephone system and Lane County maintains policy control and approval authority. Approval of changes as discussed in III. C. is required both at the departmental and County Administration level. Departments will appoint telephone contact persons who are authorized to request telephone service and changes. The named telephone coordinator will call the "HELP" line to initiate service or changes.

B. Unused Equipment

Departments no longer requiring the use of specific telephones should request their removal. The removal of unused telephones results in the following benefits to the departments:

1. Station count and billing will be reduced appropriately.
2. Cost of unused "financed" telephones will be allocated to all users.

C. Moves, Changes, and Equipment Cost

1. Equipment Additions

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Section 18

- a. Phones coming from unused stock used to fill an order will be billed to the new user at the financed cost of the equipment.
- b. If a department has an order for phones that cannot be taken from stock, the station equipment required will need to be charged to an operating budget. This will, however, reduce on-going costs for that department, as the cost of the station equipment will not be billed after purchase. Because phones generally fall below \$300, no capital outlay problems are anticipated.
- c. With County Administration approval, phones may be traded between project agencies, e.g., City of Eugene, 4-J School District, City of Corvallis, etc. as needed.

2. Software Changes

If a change is software only, and involves no cabling or hardware work, L-COG will provide this service without seeking further approval. These changes are paid for out of the Phone Management budget, and not on a fee-for-service basis.

3. Work Order Approval and Processing

Work orders that must be approved, for example, those requiring technician time or additional equipment, will be originated by L-COG after consultations with the department. These will be described, and an estimated cost applied and returned for the appropriate approval. After the department approval, County Administration will review, and if approved, the work will be performed and billed to the user department. Generally, time-frames for software moves and changes are 1 to 5 days, hardware changes 1 to 12 days, and line changes that involve telephone company service 10 to 15 days.

4. Unauthorized Changes

In order to preserve the integrity of the Warranties on the telephone equipment and avoid costly service and/or repair work, telephones, data adapters, jacks, etc. must not be moved, removed, altered, installed or otherwise modified, except by authorized telephone personnel.

Problems or requests for service are to be directed to telephone coordinators for referral to the L-COG telecommunications unit.

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IV. Interpretation

Any questions relative to the intent or application of this procedure shall be directed to the Office of the County Administrator.

Authorized: _____
County Administrator Effective Date _____

This on-line version of the Administrative Procedures Manual
is a copy of the original signed by the County Administrator on
6/26/87.





ADMINISTRATIVE PROCEDURES MANUAL

Chapter 1
Section 21
Issue 4 5/11/92
 Date

SUBJECT: EMPLOYEE TRANSPORTATION AUTHORIZATION

I. Purpose

The purpose of this procedure is to establish policies and processes that will control the assignment and use of County-owned and leased vehicles for employees engaged in required County business. In so doing, it will complement Lane Manual 2.605-2.640, Fleet Services. Employee transportation policies and procedures, as they relate to conferences, seminars, conventions and training programs are covered under Administrative Procedure 2-7, Authorization and Reimbursement for Travel and Business Expenses.

Additionally, this regulation establishes the method for obtaining reimbursement rates for the use of privately-owned vehicles or public transportation by County employees during the performance of their official duties.

II. Scope

This procedure is applicable to all County departments and shall be administered in accordance with the authority delegated to the County Administrator in Lane Manual 2.605-2.640. Where any section, subsection sentence, clause or phrase of this procedure is found to conflict with either properly negotiated and ratified collective bargaining unit contracts or with any state or federal law or administrative rule, the terms of such contracts, laws, or rules shall prevail. Exceptions to this procedure shall only be considered when written documentation of an overriding contract, law or rule is provided to the County Administrator.

III. Amendment

The County Administrator may amend the content set forth in this procedure as required.

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IV. Employee Transportation Policy

The general program set forth in this regulation will be administered in accordance with Lane Manual 2.605-2.640 and the policies herein established. It is the responsibility of each department director to enforce the provisions of this procedure as it relates to the employees of their department.

When required by an employee's official duties and responsibilities, one of the following types of transportation may be authorized subject to department budget limitations and in accordance with the criteria set forth in Section V of this procedure:

- A. A County-owned or leased vehicle permanently assigned to the employee. Vehicles permanently assigned to an individual must be authorized by the County Administrator.
- B. A County-owned vehicle checked out from either the Fleet Services dispatch pool or a departmental car pool on an "as-required" basis. Occasional overnight use of such vehicle requires prior approval by the department director.
- C. Privately-owned vehicles with reimbursement for associated expenses as specified in Lane Manual 2.636-2.637.
- D. Public transportation, such as bus or taxi, on an "as-required" basis with reimbursement for costs incurred by the employee.
- E. Rental or leasing of vehicles may be authorized based upon specialized and emergency needs.

All prospective operators of Lane County vehicles must have a current State of Oregon Driver's License with the proper class of license for the equipment operated. No employee will be authorized to operate a vehicle for which he/she does not have the appropriate classification of driver's license. To do so is a violation of state law. Employees will be personally responsible for any fines or assessments levied for violation of licensing regulations. Employee coverage under the self insurance program applies only when County vehicles are used with permission, and in the course and scope of their duties. The use of County vehicles for private benefit will subject the user to full personal liability in the event of any type of accident. Employees who knowingly operate County vehicles without the appropriate license due to a change in status will be subject to disciplinary action.

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2. Any County employee whose job regularly requires travel between multiple job sites but who does not qualify for the assignment of a County vehicle based on the above-mentioned criteria will be authorized to use their personal vehicle for the performance of official duties and will be reimbursed for each mile traveled on County business at the mileage rate established in Lane Manual 2.637. However, if average monthly mileage exceeds 650 miles, employee is required to use a departmental assigned or fleet pool vehicle.
3. Any County employee not having access to a departmental or dispatch pool vehicle and whose official duties require intermittent travel, will be authorized to use their personal vehicle to transact County business and will be reimbursed at the mileage rate established in Lane Manual 2.637.
4. Under exceptional circumstances, employees may receive authorization and reimbursement for the use of public bus or taxi transportation. Employees who do not have access to a County vehicle during off-duty hours, and are expected to respond to an emergency call, may be authorized to be reimbursed as specified above, for the use of their own vehicles or for the actual costs of public transportation.

VI. Requests for Transportation Authorization

A. Discussion of Terms

Temporary Assignment - Refers to a period less than 120 calendar days. Authorizations for less than 120 calendar days may be approved by the department director. If an additional vehicle is required from the fleet pool, the Fleet Supervisor shall review and approve if a suitable vehicle is available and usage is projected to meet the minimum utilization standard.

Permanent Assignment - Refers to a period of more than 120 consecutive calendar days.

B. Vehicle Assignment Procedure

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Section 21

1. Any department that has determined the need to obtain either the permanent or temporary assignment of a vehicle, in accordance with the criteria set forth in Section V of this Procedure, shall complete Form B-190, Vehicle Assignment or Acquisition Request, and forward the request to Fleet Services (See Attachment 1).
 - a. With the exception of the Departments of Public Safety and the District Attorney, all requests for "unmarked" vehicles must be forwarded to the County Administrator for approval.
2. The Fleet Services Supervisor shall review and provide a determination for each request based on equipment availability and the assignment criteria established by Section VIII of this Procedure and forward the completed copy of Form B-190 to the director of the requesting department.
3. Assigned vehicles that are part of an expired temporary assignment, or any assigned vehicle that is no longer needed will be returned to Fleet Services. Notification of such action with an effective date, should be made by memorandum to Fleet Services stating that the vehicle, identified by unit number, make, model and ending mileage, is no longer needed.

Rental will be discontinued as of the date the unit is returned to Fleet Services.

C. Ongoing Private Mileage Reimbursement Procedure

1. An appointed department director who has determined the need to authorize ongoing private mileage reimbursement (as discussed in V. B. 2.) shall submit a written request to the County Administrator following the criteria set forth in Section V of this Procedure, and outlining the necessity for authorization. Employees authorized to receive ongoing Private Mileage Reimbursement shall provide a certificate of insurance to the Risk Manager as discussed in IV.
2. Elected Department Managers may authorize private mileage reimbursement subject to the annual budget review process and factors outlined in Section VIII of this Procedure.

D. Mileage Reports for Employees Authorized to Receive Private Mileage Reimbursement

1. Employees authorized to receive private mileage reimbursement must maintain a monthly record of mileage traveled for County business on Form C70-10, Travel and Business Expense Report (see Attachment II). Mileage traveled on personal business, including the commute to and from work, shall be recorded as personal business and excluded in computing the amount of reimbursement.
2. Travel and Business Expense reports shall be approved by elected or appointed department directors or their appropriate designees, and be submitted with a Request for Check form every two weeks. (See Attachment II.)

VII. Establishment of Mileage Reimbursement, Automobile Allowance Rates and Vehicle Assignment Criteria

- A. Each year, Fleet Services will analyze vehicle operation and maintenance costs and, with the endorsement of the Fleet User Committee, establish the following rates and criteria to be used in determining budget allocations for employee transportation.
 1. Dispatch pool daily base and mileage rate by category of vehicle.
 2. Assigned vehicle accounting period base and mileage rate by category of vehicle.
 3. Heavy equipment hourly rates by category.
 4. Annual mileage criteria for determining the economic mileage required to retain departmental assigned vehicles.
- B. Private mileage reimbursement and monthly automobile allowance rates are specified in Lane Manual 2.636 and 2.637. Current rates may be obtained from the Departments of County Administration or Finance and Management Services.
- C. In addition to the criteria discussed in Sections V and VI of this procedure, a vehicle will only be permanently assigned to a department or an individual if the vehicle meets utilization criteria. Those vehicles that are under-utilized will be exchanged for a high use vehicle or returned to Fleet Services. Authorized special use vehicles are exempt from the utilization standard. Decisions in regard to under-utilization will be the joint effort of the County Administrator and the Support Services Manager.

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Employees who receive a permanently assigned vehicle via an employment contract are exempt from this requirement.

VIII. Care of County-Owned or Leased Vehicles

Departments and operators of County-owned or leased vehicles are expected to operate, maintain and care for vehicles in a prudent, safe and legal manner.

A. Operators are responsible for the following daily care:

1. Check fluid levels of engine oil, cooling system and fuel.
2. Clean windows and headlamps.
3. Visually check mirrors, glass and body for damage.
4. Visually check tires for low air pressure or abnormal wear.

B. Operators are responsible for the following routine maintenance:

1. Wash vehicle exterior monthly or more often as needed, clean vehicle interior.
2. Schedule timely preventative maintenance service as indicated by "service due" on-dash mileage sticker.

C. Accident Response

In addition to the procedures outlined in Lane Manual 2.625(6), in the event of an accident, the operator shall complete the following reports within 24 hours:

1. Complete County Vehicle Accident Report, forwarding copies to Fleet Services Supervisor, Risk Manager, and Legal Counsel. (See Attachment III.)
2. Injured County employees shall complete Worker's Compensation insurance form and forward to immediate supervisor. Supervisor shall complete and forward to Risk Management Claims Specialist.
3. If an injury or in excess of \$400 damage to any one vehicle occurs, Oregon Department of Motor Vehicles Accident form must be completed and delivered to local Department of Motor Vehicles or State Police Office.

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4. If the accident involves a third party (non-county), notify the Legal Counsel Claims Investigator as soon as possible.

IX. Amendment of Assignment

The County Administrator may modify or amend employee transportation authorizations where lower costs and/or approved service will result and where the best interest of the County will be served.

Authorized: _____
County Administrator _____ Effective Date _____

This on-line version of the Administrative Procedures Manual
is a copy of the original signed by the County Administrator on
5/11/92.



B-190

LANE COUNTY
VEHICLE ASSIGNMENT OR ACQUISITION REQUEST

Fund: 25	Dept: 06	Div: 94	Budget Code: 020
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REQUESTING DEPARTMENTDate of Request February 5, 1986Effective Date March 3, 1986

Check One:

- New Acquisition
 (for budgeting capital outlay)
 Permanent Assignment
 Temporary Assignment

FLEET SERVICES' MANAGER RECOMMENDATION

- New Acquisition
 Assign from Motor Pool
 Lease
 Equip. # _____ Mileage

Remarks: _____

A permanent/temporary motor pool vehicle assignment is requested for the department/division named below, on the basis of the following information:

1. Type vehicle requested 3/4 Ton Pickup
2. Job Title vehicle request is for Vegetation Control
3. Average mileage per month 850/month
4. Normal working hours 7 am. to 3:30 pm
5. Location of job Zone 6 - Dexter
6. Justification statement Request temporary additional vehicle to us in roadside weed control in the Dexter maintenance zone. This time of year is critical stage for controlling nuisance vegetation. The vehicle is requested to provide transportation for one extra crew and will be required for approximately six weeks.

(attach additional sheet if needed)

John Doe
Department Head's Signature

- SAMPLE -

TRAVEL AND BUSINESS EXPENSE REPORT
Lane County, OR

ATTACHMENT II

Employee _____

Fund/Dept/Division _____

Report period: From _____ To _____

Date							
Travel From							
To							
Odometer readings Beginning			SAMPLE				
Ending							TOTAL
TOTAL MILEAGE							
TRAVEL EXPENSES							
Mileage expense (Private Auto)							
Public Transportation							
Local Transportation							
Per Diem- Meals &/or Lodging							
Meals-Received							
Lodging-Received							
Business Expenses							
TOTALS							
Travel advance received: Date _____	RQ# _____	Amount..					
Amount due to Lane County Finance & Management Services							

Amount due to Lane County Employee _____

See reverse side for additional instructions

Instructions: On a separate piece of paper, include the names of other individuals for which expenses were paid. Also attach a description of any unusual or special items.

Employee

Signature

Date

Approved

Date

Instructions for Use of the Lane County Travel Report

This form is to be used by employees to report expenses incurred in connection with business travel and to request reimbursement of out-of-pocket funds spent on those expenses. It should also be used for business or conference meals or other "incidental" expenses incurred when travel is not involved. Employees are referred to the Lane Manual, Section 1.375 and the Administrative Procedures Manual (APM) 2-7, Travel Reimbursement Policy, for the policies relating to this subject.

Preparation of this form:

1. Form should be completed and submitted immediately upon return from trip. When on extended travel, form should be filled out each day or as expenses are incurred.
2. Purpose of the trip or expense must always be entered. If a conference or school is involved, give its name and subject. Give names of any other individuals included in the report or participating in expenses and identify whether or not they are County employees.
3. Complete the body of report showing both day and date for each day included. Show travel "from" and "to" by city or by place, if local. If trip included two segments, identify as, for example, "from home", "to Eugene Airport", "to Seattle".
4. If mileage expense is part of this particular report, fill out the Private Auto Mileage Section. Use the odometer (speedometer) readings to assist in computing mileage whenever practical, such as when the travel involves a number of calls. Total mileage is converted to mileage expense by multiplying with the current reimbursement rate.
5. The Other Travel Expenses Section is completed as needed. Incidentals may include parking, toll charge, laundry or cleaning, telephone expense or postage. These should be entered and identified as separate items. Laundry or cleaning would normally be allowed only on extended travel of one week or longer. Receipts should be attached for all items except tips.
6. Lane County APM authorizes payment of meals at the greater of the following amounts:
 - A. The total of all attached receipts.
 - B. The per diem amount established each year.
7. Use the Remarks Section as indicated. Proper identification and explanation, especially of irregular expenditures will expedite approval of the report. The accounting section gives the accounting or budget charges that apply to the expenses report, and also identifies if an expense advance was utilized.
8. By signing this report, the employee certifies that the expenses reported are correct and accurate, and that the travel or other expense involved a valid business purpose. Approval of the report includes recognition and approval of any irregular expense items shown.
9. Normally, the Travel and Expense Report is submitted attached to a Request For Check form in the amount of the net expenses to be reimbursed. However, if an advance was used and the expenses are the same amount or a lesser amount, the report is submitted alone as support for the original paperwork.



ACCIDENT INVESTIGATION FORM

TYPE OR PRINT LEGIBLY IN ALL APPROPRIATE SPACES, THEN ROUTE TO SAFETY COORDINATOR



1. NAME / TITLE OF EMPLOYEE INVOLVED IN ACCIDENT	2. IMMEDIATE SUPERVISOR
3. DEPARTMENT / DIVISION / WORK UNIT	4. DATE OF OCCURRENCE
5. EXACT LOCATION OF ACCIDENT (ROAD, STREET, ETC.)	6. TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
7. NATURE OF ACCIDENT (CHECK ALL THAT APPLY)	8. BODY PART INJURED
<input type="checkbox"/> BURNT <input type="checkbox"/> VEHICLE / EQUIPMENT DAMAGE <input type="checkbox"/> THIRD PARTY INVOLVEMENT	9. WHAT WAS WORKER DOING WHEN INJURED?
11. DESCRIBE IN DETAIL HOW THE ACCIDENT OCCURRED - INCLUDE VEHICLE/EQUIPMENT NUMBERS IF EQUIPMENT WAS INVOLVED OR DAMAGED	
12. LIST, IN DETAIL, CONTRIBUTING FACTORS OR CAUSES (WHY IT OCCURRED)	
ANALYSIS	DESCRIPTION
LOSS SEVERITY POTENTIAL <input type="checkbox"/> MAJOR <input type="checkbox"/> SERIOUS <input type="checkbox"/> MINOR PROBABLE RECURRENCE RATE <input type="checkbox"/> FREQUENT <input type="checkbox"/> OCCASIONAL <input type="checkbox"/> RARE	
13. WHAT ACTION HAS OR WILL BE TAKEN TO PREVENT / REDUCE / CONTROL RECURRENCE?	
14. SIGNATURE OF EMPLOYEE INVOLVED DATE	
15. WITNESSES NAMES PHONE NUMBER	
SUPERVISOR'S SIGNATURE DATE	
SUPERVISOR'S SIGNATURE DATE	
DIVISION MANAGER SIGNATURE DATE	
16. DID YOU SPEAK TO WITNESSES IF YES, SUMMARIZE ON A SEPARATE SHEET <input type="checkbox"/> YES <input type="checkbox"/> NO	
17. FIRST AID GIVEN <input type="checkbox"/> YES <input type="checkbox"/> NO NAME OF FIRST AID ATTENDANT _____ DOCTOR / HOSPITAL CARE <input type="checkbox"/> YES <input type="checkbox"/> NO	
WORKERS COMP (801) FILED <input type="checkbox"/> YES <input type="checkbox"/> NO LEGAL COUNSEL NOTIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO TIME LOSS <input type="checkbox"/> YES <input type="checkbox"/> NO	

ACCIDENT DIAGRAM & FOLLOW-UP COMMUNICATIONS

18. ACCIDENT DIAGRAM

(DRAW ACCIDENT DIAGRAM IN THIS SPACE)

18. ACCIDENT DIAGRAM		(DRAW ACCIDENT DIAGRAM IN THIS SPACE)					
							
NUMBER EACH VEHICLE		USE ARROWS TO SHOW PATH	SHOW PEDESTRIAN BY	RAILROAD TRACKS BY	INDICATE NORTH BY ARROW AS		
							
18. OPERATOR'S NAME VEHICLE		TELEPHONE	OPERATOR'S NAME VEHICLE #2		TELEPHONE		
STREET _____		STATE _____	ZIP _____	STREET _____		STATE _____	ZIP _____
30. WEATHER CONDITIONS		31. COLLISION INVOLVED: (TYPE OF OTHER VEHICLE)			32. NON-COLLISION INVOLVED (TREE, POLE, ETC.)		
ROAD SURFACE							
LIGHT CONDITIONS							
STOP STOP HERE AND RETURN THIS FORM TO THE SAFETY COORDINATOR STOP STOP							
BOTH THE SAFETY & ACCIDENT REVIEW COMMITTEE OFFER THE FOLLOWING COMMENTS / RECOMMENDATIONS FOR FOLLOW-UP ACTION ON THIS INCIDENT: <hr/> <hr/> <hr/> <hr/>							
RESPONSE TO THE COMMENTS / RECOMMENDATIONS FROM EMPLOYEE & IMMEDIATE SUPERVISOR: <hr/> <hr/> <hr/> <hr/>							

Employee _____ **Date** _____

For Safety Award Purposes

Supervisor(s) _____ *Date* _____

- Exempt
- Non-exempt
- Award Data Entered

Return to: Public Works Safety Coordinator by

Digitized by srujanika@gmail.com

Digitized by srujanika@gmail.com

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10. The following table shows the number of hours worked by each employee in a company.

COMPLETE ALL ITEMS. THIS FORM SATISFIES OSHA FORM 101 RECORD KEEPING REQUIREMENTS.

1. Worker's legal name (First, middle initial, last)		2. Telephone	3. Date of birth	4. Male <input type="checkbox"/> Female <input type="checkbox"/>	5. Social Security Number
6. Street address		7. Education (Number of years completed, or GED)		8. Hospitalized overnight as inpatient? (If emergency room only, mark "No") <input type="checkbox"/> Yes <input type="checkbox"/> No	
9. City	State	Zip	10. Name and city of hospital		
11. Date of injury or occupational disease		12. Time of injury <input type="checkbox"/> AM <input type="checkbox"/> PM	13. Full name and address of attending physician		
14. Body part affected <input type="checkbox"/> Left <input type="checkbox"/> Right		15. Has body part been injured before? (If "Yes," explain) <input type="checkbox"/> Yes <input type="checkbox"/> No		16. Nature of injury or disease (Strain, cut, bruise, etc.)	
17. Describe accident fully. (Please print) What were you doing when injured? If you fell, did it occur indoors or outdoors? If you were struck, name object which struck you. Were you lifting, pulling, pushing, or carrying? If machinery involved, name machinery and describe its function. If chemical involved, name chemical.					
18. Employer's name and address		19. Telephone	20. Names of witnesses		
21. When signed, this becomes notice of claim and authorizes release of medical information Worker's signature: _____ Date signed: _____					

WORKER: GIVE FORM TO EMPLOYER FOR COMPLETION

22. Date employer first knew of injury or occupational disease		23. Name and address of any health insurance provider for worker (If none, write "None")			
24. Signature of authorized employer representative		25. Title	26. Telephone	27. Date signed	
28. Employer's legal name		29. Employer's street address, city, zip where worker works			
30. Mailing address of employer if different from item #29		31. Street address where injury or exposure occurred if different from item #29			
32. Nature of business (Mfg, trucks, log hauling, retail grocery, etc.)	33. Department in which worker regularly works	34. Class code worker's wages reported under	35. Is employer an: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other	36. Is worker an owner or corporate officer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
37. Worker's occupation (Do not abbreviate)		38. How long has worker been employed by you?	39. County in which injury occurred	40. Injured on employer's premises? <input type="checkbox"/> Yes <input type="checkbox"/> No	
42. Did injury occur during course of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	43. Were other workers injured in this accident? <input type="checkbox"/> Yes <input type="checkbox"/> No	44. Was accident caused by failure of machinery or product? <input type="checkbox"/> Yes <input type="checkbox"/> No	45. Did someone (not worker) cause accident? <input type="checkbox"/> Yes <input type="checkbox"/> No		
46. Describe accident fully. (Please print) What was worker doing when injured? If worker fell, did it occur indoors or outdoors? If worker was struck, name object which struck worker. Was worker lifting, pulling, pushing, or carrying? If machinery involved, name machinery, and describe its function. If chemical involved, name chemical.					

47. Working shift - From: _____ To: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	48. Date worker left work - - -	49. Time worker left work - - -	50. Date worker returned to work - - -
51. Number hours worked per shift	52. If number of hours per shift or week varies, explain	53. Days per week worked 3 or less <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	54. Scheduled days off S S M T W T F <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
55. Wage \$ _____ <input type="checkbox"/> Hr <input type="checkbox"/> Wk <input type="checkbox"/> Yr <input type="checkbox"/> Day <input type="checkbox"/> Mo	56. If wage varies or includes other earnings (tips, room and board, commission, etc.), give total weekly wage and explain (attach payroll record for last 26 weeks, if available)		

EMPLOYER: KEEP PAGE 4. SEND PAGES 1 THRU 3 TO INSURER WITHIN 5 DAYS OF CLAIM NOTICE.

57. Claim is: (A) <input type="checkbox"/> Accepted <input type="checkbox"/> Disabling (X) <input type="checkbox"/> Denied <input type="checkbox"/> Nondisabling (C) <input type="checkbox"/> Deferred	(B) <input type="checkbox"/> Occupational disease (N) <input type="checkbox"/> Injury	(Y) <input type="checkbox"/> Fatality Date of death: _____
58. WCD employer number	59. Insurer claim number	60. Insurer policy number
61. Insurer's representative signature: _____	Date signed: _____	

ADMINISTRATIVE PROCEDURES MANUAL



Chapter 1
Section 22
Issue 4 Date 5/5/2008

SUBJECT: USE OF COUNTY COMPUTER AND COMMUNICATION RESOURCES

I. Purpose

The purpose of this procedure is to ensure that access to County Computer and Communication Resources within Lane County is used appropriately and the use is consistent with Oregon Public Records and Government Standards and Practices law, and to establish rules governing such use of County Computer and Communication Resources. The primary objectives are to meet the County's performance goals; to maintain the organization's credibility with our clients, the public, and to protect the integrity of the County's Computer and Communication Resources. Lane County reserves the right to review any data, files, or communications created, sent, accessed, stored, or received on its Computer and Communication Resources.

II. Scope

This procedure is applicable to all County departments and shall be administered in accordance with the authority delegated to the County Administrator in Lane Code 2.110(4)(f) and Lane Manual 4.220. Where any section, subsection, sentence, clause or phrase of this procedure is found to conflict with either properly negotiated and ratified collective bargaining unit contracts or with any state or federal law or administrative rule, the terms of such contracts, laws, or rules shall prevail. Exceptions will take effect upon written approval of the County Administrator. Individual Department Directors may establish more strict procedures for their respective departments.

III. Amendment

This procedure may be amended by the County Administrator.

IV. Definitions

County Computer and Communication Resources (hereinafter “Communication Resources”): All forms of information technology that are acquired, purchased, leased, or licensed by Lane County, accessed on or from Lane County's premises; accessed using County computer or communication equipment, or County-paid access methods; or used in a manner that identifies the individual with Lane County. This includes, but is not limited to, e-mail, Internet, Intranet, County computer hardware and software,

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County wired and wireless Personal Digital Assistants (PDA's), cellular telephones, and other wireless voice or data devices. This definition does not include land-line local telephone use. It also does not include personal use of a personal computer communication device when connected to the public wireless network or when used as a stand-alone device,

Data: Information in a form suitable for processing by a computer, such as the digital representation of text, numbers, graphic images, or sounds.

Download: To copy data (usually an entire file) from one location to another. The term is often used to describe the process of copying a file from the Internet to one's own computer.

E-Mail: The transmission of text messages, memos, and reports.

Internet: The worldwide network of computers communicating with one another via an agreed upon set of protocols. Internet access also may involve a wide range of other information services and communications technology.

Intranet: The network based on protocols belonging to the County, accessible only by County employees, or others with authorization. An intranet's web site looks and acts just like any other Internet web site, but the firewall surrounding an intranet prevents unauthorized access.

User Account: A network access account established for general access purposes, such as file permissions, timecards and email.

Wired Telephones: Lane County's telephone system, currently a land-line based system.

Wireless Telephones: Cellular telephones.

Wireless Internet Access Devices: Devices and services provided through cellular and wireless technologies to access the Internet. (ie. laptops and PDA's.)

V. Ownership and Public Records. Communication Resources are provided and shall be used in the furtherance and conduct of County business.

A. Public Records

1. Unless otherwise specified, all software programs, documents, and data generated and/or residing on the Communication Resources or generated by County employees or others at the direction of the County, and all Communication Resources are County property and public records.

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2. Employees should not expect personal privacy with respect to any of their activities using Communication Resources. Under Oregon's Public Records law, there is no absolute right to privacy for any public record, which includes e-mail and other data; in fact, all County records are public records subject to limited confidentiality and disclosure exceptions.
 3. The County reserves the right to access and disclose without prior notice any data stored on Communication Resources, including but not limited to removable flash or external storage devices, or created storage media.
 4. Any data or telephone records may be accessed and reviewed at any time without prior notice by the Department Director, the County Administrator, the Information Services Director, County Counsel, or County Human Resources Manager. Data or records may also be accessed and reviewed by Information Services or other assigned support staff in their role of providing support services.
 5. Retention of data. Since County data is public record, it is subject to the same retention requirements as hard copy documents. Data should be retained even if it is confidential, privileged, or otherwise exempt from disclosure under the Public Records Law. The retention and disposition of public records is authorized by retention schedules issued by the Secretary of State Archives Division. Records may be retained either in hard copy or electronic format. If a hard copy of the electronic data is printed, then the electronic version may be deleted. One version should be kept according to the applicable retention schedule. Questions about retention of electronic data (or other public records) shall be directed first to the Department Director, then, if necessary to County Counsel.
- B. Exceptions to records requests
1. The County may exercise any applicable privileges and objections to a public records or discovery request made for any County data contained in the Communication Resources or otherwise created or utilized in the furtherance of County business.
 2. An employee who wants the County to assert a privilege or objection under the Public Records law with respect to County data shall notify the Department Director who will consult with County Counsel about the request.
- VI. Guidelines. The following guidelines are designed to assist employees in their use of Communication Resources.
- A. Communication Resources should be used as a tool for County business purposes. They are not to be used for personal pursuits while at work, unless permitted under Section VII.

- B. Users should not expect privacy; they should observe courtesy and good security practices. There are a variety of ways data can be disclosed to people other than the intended recipient, including as a result of unauthorized access. The intended recipient of data or voice communication can forward information to a third party without the creator's knowledge; data communications sometimes are misdirected or disclosed to third parties due to human or system error. Data can be disclosed in the course of maintaining the Communication Resources.
- C. Lane County has the right to and may monitor the usage of any Communication Resource without prior notice.
- D. E-mail should be used wisely. It is appropriate to use e-mail to get important information to colleagues, provide project updates and status reports, share meeting times and scheduling information, provide reports and information that have been requested by the other party, and let a supervisor know of important changes and developments. Refer to the E-mail Protocol Guidelines available in Human Resources or the employee's department for additional information. If an employee receives an inappropriate e-mail, he or she should take appropriate steps to inform the sender to not send such e-mail, delete the message and not forward it. The employee can contact the Information Services Department if assistance is needed.
- E. Employees should represent Lane County's best interests, with a prudent exercise of judgment in the use of Communication Resources. This includes avoiding visiting improper Internet sites or "sounding off" in group discussion sites, such as chat rooms, blogs, newsgroups, and instant messaging. When logged in from a site that is identifiable with Lane County, employees should avoid any communications or activities that could be construed as improper or that otherwise could harm Lane County's reputation.
- F. Employees should respect the rights of others. Employees shall not copy or distribute any copyrighted material. It is always wise to treat all material as copyrighted, unless the author has given his or her permission for the material to be redistributed.

VII. Acceptable Use:

- A. County Business. Communications Resources are provided and shall be used in the furtherance and conduct of County business. Acceptable uses of Communications Resources include, but are not limited to, communication, data creation, or Internet activity that is in direct support of County-budgeted programs and activities.

Examples of acceptable use in support of County activities include:

Communication for County purposes with private sector, federal, state, or local government agencies, their committees, boards and/or commissions.

The use of worldwide web or search engines to research work-related topics.

Any other administrative communications or activities that are in direct support of normal and accepted County programs.

Communication for current position-related professional development, or other professional development approved by the Department Director, to increase knowledge of issues in a field or subfield of knowledge.

B. Wireless Devices. The use of County-provided wireless telephones and Internet access devices is limited to work-related duties. Any such devise that accesses a cellular network to provide voice or data communication (such as a wireless telephone or Internet access device) shall not be used for personal use, except when a personal call is directly related to official duties such as a meeting, which runs later than expected or a last minute change of schedule. Incoming calls regarding family emergencies are also permitted. The Oregon Government Standards and Practices Commission Advisory Opinion No. 98A-1003 prohibits all other personal usage of County-provided cellular telephones; the same logic applies to Internet access devises that utilize cellular network communications.

1. The County may require that certain employees carry a wireless telephone and/or wireless Internet access device for job related purposes. If so required, the County may assign a County-owned device and calling plan for the employee's work-related use.
2. Alternatively, at the sole discretion of the Department Director and upon request of the employee, a monthly stipend as established by the County may be paid to the employee in lieu of being assigned the wireless telephone or Internet access device. (Refer to APM Chapter 2, AUTHORIZATION AND REIMBURSEMENT FOR USE OF EMPLOYEE-OWNED WIRELESS TELEPHONE FOR COUNTY BUSINESS)
3. Employees accepting the monthly stipend will be responsible for acquiring their own wireless telephone or Internet access device, which they agree to use for County business according to the job requirements assigned by their supervisor or Department Director.
 - a. Such requirements may include but are not limited to publication of the employee's personal wireless number as needed, and call availability requirements.
 - b. If assigned, the employee will receive the stipend in monthly payments as part of compensation through the County payroll system.

- c. This allowance is considered income to the employee as defined by the Internal Revenue Service, and is therefore subject to standard payroll taxes.
 - d. The prohibitions against personal use of County-owned equipment do not apply to an employee using a personal wireless telephone or Internet access device in lieu of being assigned a County wireless telephone.
4. Assignment of a County wireless telephone or wireless Internet access device or a monthly stipend for any employee is at the sole discretion of the County, and the County reserves the exclusive right to modify or discontinue such assignment, allowance, or practice at any time for any reason.
- C. Personal Use. Personal use of Communication Resources (except wireless telephones or Internet access devices that access cellular network to provide voice or data communication), which otherwise complies with this APM and which does not interfere with County business is permitted subject to the conditions stated below. The Information Services Director, Department Director or the employee's supervisor may cancel this personal use privilege.

- 1. For the limited purpose of compliance with the state ethics rules (Government Standards and Practices Law and administrative rules), this personal use is considered part of an employee's compensation package.
- 2. Personal use may not involve any prohibited activity under Section VIII.
- 3. Personal use of the Internet on non-paid time (lunch break during regular work shift) is limited to a maximum of one (1) hour per week.

Personal use of the County email program (i.e., Outlook) during County-paid work time is permitted up to one (1) hour per week.

Personal use of other Communication Resources is not time limited, but must comply with all other aspects of this APM.

4. Examples of acceptable personal use:

Communication with family.

Review of County sponsored benefit account information, such as life insurance, retirement accounts, flexible spending (Section 125 program), and health insurance.

Use of Communication Resources, including County fax systems for submitting benefit forms and/or information.

Access of educational resources for career development.

Communications in support of community volunteer activities, such as school boards, and other non-profit organizations.

Tracking personal appointments and contacts is permitted during paid time and is not subject to the hour limitation or lunch hour restriction. However, employees should be aware that contacts and appointments could be subject to disclosure under a public records request.

5. Department Directors may authorize individual exceptions to the timing of the personal use privilege under Section VII, C-3 above.
6. Personal use shall not consume significant system resources or storage capacity on an ongoing basis.

VIII. Unacceptable Use

- A. Prohibited Activities. Employees are strictly prohibited from using Communication Resources in connection with any activities listed below. While personal use is permitted by Subsection VII (C), it does not include or permit any of the following prohibited activities:

Note: the list below is illustrative of prohibited activities; however, if a prohibition exists in any applicable law, administrative rule, other administrative procedure or directive established within the employee's department, it is likewise applicable.

1. Using Communication Resources to conduct personal business for private financial gain or avoidance of private financial loss at any time.
 2. Except for the purchase or sale of goods or services for County use when authorized by the Department Director, using Communication Resources to engage in any commerce, including the purchase or sale of any goods or services.
 3. Accessing personal Internet accounts, financial, trading, and personal travel accounts to perform a financial transaction.
 4. Accessing personal e-mail accounts.
- NOTE: the prohibited uses described in Sections VIII(A)(1), (2) and (3) likely constitute a violation of the Oregon Code of Ethics and may result in civil liability for the employee. See, ORS Chapter 244.

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NOTE: Accessing personal e-mail accounts exposes the Communication Resources to security threats such as viruses.

5. Attempting to or circumventing, reducing, or defeating security or auditing systems of Communication Resources or those of any other organization without prior written authorization from the Information Services Director.
6. Taking any action that attempts to or renders the user's computer equipment unusable or that interferes with another's use of Communication Resources.
7. Obtaining unauthorized access to any computer system.
8. Using another individual's password.
9. Using another individual's account or identity without explicit documented authorization, unless approved by the Information Services Director, Department Director, County Counsel, or the County Administrator. (Use of Outlook's capability for granting and assigning delegates is allowed and provides necessary documentation.)
10. Giving non-Lane County employees or other users not authorized by the Department and Information Services Director access to Communication Resources.
11. Monitoring or intercepting the files or electronic communications of employees or third parties, unless this is approved by the Information Services Director, and one of the following: Department Director, County Counsel, or the County Administrator. This prohibition does not apply to an authorized use of a particular software program (for instance: calendar management).
12. Engaging in illegal, fraudulent, or malicious conduct, or conduct which constitutes a tort.
13. Downloading data (other than software) off the Internet without previous authorization from the Department Director. (Exception: data necessary to the employee's performance of duties).
14. Downloading software off the Internet without previous authorization from the Information Services Director.
15. Except as allowed under any software license and as authorized by the Information Services Director, copying or downloading any software from or onto the Communication Resources, especially software, tools or viruses having the potential for bypassing or damaging the Communication Resources and/or the County systems' security protocols. No unauthorized

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software is permitted on the Communication Resources. Any commercial software residing on the Communication Resources shall be purchased through an authorized vendor or otherwise lawfully obtained. Except as otherwise allowed under the software license, and except for backup/archival purposes, software owned by Lane County or installed on the Communication Resources is covered under the copyright laws and shall not be copied, duplicated, or installed on any other computer resource.

16. Soliciting, supporting, opposing, or promoting political or religious causes or beliefs.
17. Using the Communication Resources in a manner that would constitute or might be construed by a reasonable person to constitute an endorsement of a specific commercial entity by Lane County.
18. Working on behalf of organizations or businesses without any professional or business affiliation with Lane County, or working on behalf of organizations or businesses with such affiliation but outside of the specific County business with them.
19. Except as expressly authorized by the Department Director or the County Administrator as a matter of County concern, and except for communications in support of community volunteer activities as listed in Section VII, C, using the Communication Resources on behalf of non-profit or charitable activity. (Note: the annual Charitable Giving campaign is so authorized.)
20. Sending, receiving, or storing offensive, obscene, or defamatory data.
21. Sending uninvited e-mail of a personal nature.
22. Visiting or viewing pornographic Internet sites, downloading pornographic data from the Internet, sending or retrieving sexually explicit or offensive messages, cartoons or jokes, ethnic slurs, racial epithets or any other statement or image that might be construed as harassment, disparagement, libel, or discriminatory based on sex, race, sexual orientation, national origin, disability, or religious or political beliefs.
23. Annoying or harassing other individuals, including any prohibited form of harassment.
24. Distributing or storing chain letters, jokes, solicitations, junk mail, spam, offers to buy or sell goods, or other non-business material of a trivial or frivolous nature.
25. Using Communication Resources to play games.

26. Using Communication Resources in a manner that interferes with the productivity of the employee or co-workers or the County communication.
 27. Use of any large bandwidth Communication Resource (e.g., internet radio, streaming video) unless authorized by the Information Services Director or provided on the County's Intranet.
 28. Connection of personally-owned hardware to the County computer and communication resources without authorization from the Information Services Department Director.
- B. **Departmental Authorization**. A Department Director may authorize a specific prohibited activity for a specific individual for legitimate County business purposes, except for activities which require the Information Services Director's approval. Such authorization must be in writing.
- C. **Violation**. Employees violating the Lane Manual policy or this APM are subject to discipline, up to and including termination of employment. Furthermore, employees using Communication Resources for defamatory, illegal, or fraudulent purposes also may be subject to civil liability and criminal prosecution.

IX. Password Procedure

- A. **Overview**. Passwords are an important facet of computer security. They are the first line of defense for all Lane County user accounts. Lane County employees are responsible for taking the correct steps, as outlined below, to select and secure their passwords.
- B. **Purpose**. The purpose of this procedure is to establish a County Wide password policy for employees accessing the Lane County Communications Resources that require passwords.
- C. **Password Requirements and Limitations**
 1. Do not use the same password for Lane County accounts as for other non-Lane County access (e.g., personal ISP account, option trading, benefits, etc.).
 2. Passwords should never be written down, or stored on-line without Information Services approved encryption software.
 3. Passwords shall not be shared with anyone, including administrative assistants or co-workers. All passwords are to be treated as sensitive, confidential Lane County information.
 - a. Do not reveal a password over the phone to anyone.

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- b. Do not reveal a password in an email message.
 - c. Do not reveal a password to your supervisor.
 - d. Do not talk about a password in front of others.
 - e. Do not hint at the form of a password (e.g., my dogs name, street address, etc.).
 - f. Do not reveal a password on security forms or polls.
 - g. Do not share a password with family members.
 - h. Do not reveal a password to a co-worker while on vacation.
 - i. If someone demands a password, refer them to this document or have them call the LCIS or RIS Help Desk.
 - j. Do not use the “Remember Password” feature of applications (e.g., Outlook, Internet Explorer).
4. Passwords should not have any of the following characteristics:
- a. The words “Lane County” or any derivation.
 - b. Birthdays and other personal information such as addresses, and phone numbers.
 - c. Word or number patterns like aaaccc, qwerty, zyxwvuts, 123321, etc.
 - d. Contain spaces in the password.
5. Passwords shall have the following characteristics:
- a. Be a minimum of 14 characters.
 - b. Be required to be changed not more than every 90 days.
 - c. Not be similar to or the same as any of the past ten (10) passwords.
 - d. Not be changed more frequently than every one (1) day.
6. Security Incident reporting.

If an account or password is suspected to have been compromised, report the incident to the LCIS Help Desk.

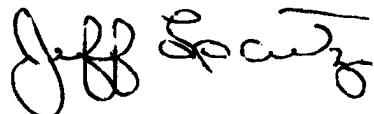
X. Interpretation and Implementation

Any questions relative to the intent or application of this procedure should be directed to the Information Services Director, who is delegated the responsibility to interpret and implement this procedure.

Approved: _____
County Administrator

Effective Date

This on-line version of the Administrative Procedures Manual is a copy of the original signed by the County Administrator on 5/5/2008.



ADMINISTRATIVE PROCEDURES MANUAL



Chapter 1

Section 23

Issue 1 2/22/2011

Date

SUBJECT: NAMING OF PUBLIC FACILITIES

I. Purpose

The purpose of these policies is to provide guidance to ensure fair and consistent application of names for county-owned facilities, property, and features. To ensure fair and consistent application of naming, all naming requests shall be evaluated and processed in accordance with these guidelines. Approved naming or renaming shall not constitute an obligation to provide a sign or other indication of the name.

II. New Property and Features – Criteria for Naming

As new property is acquired and new features are constructed, Lane County will typically establish a name based on one or more of the source criteria listed below. Similarly, Lane County may establish a name for existing property, or rooms within existing property, which have not been named.

1. **Geography** – names referencing geographical characteristics of an area near the property, with consideration given to archeological, geological, topographical, botanical, zoological, or human-made geographical characteristics. Geographical names shall reference features expressing timeless qualities likely to maintain name appropriateness over time.
2. **History** – Names referencing a historic person, place, culture or event associated with the land or facility.
3. **Recognition** – Naming features in recognition of a person, group or entity shall be considered based on the following criteria:
4. **Donor** – names referencing a donor, or a name suggested by a donor, may be considered in exchange for significant contributions. Naming of land, where the land itself is donated, may be considered. Naming of features constructed or purchased using donated funds, may be considered for donations of 50% of the feature construction or acquisition cost.

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5. Honoring a Living Person – county-owned facilities, property and features may be named to honor a living person whose gift or service to the community is of a most extraordinary nature. Individuals nominated for dedication of a space/room in a facility should have made significant contributions to that facility or the facility's work. Additional criteria to consider:
 - a. Is the person being honored a regional or local leader with strong, identifiable ties to the community, or specifically, to the facility being named?
 - b. Has the person distinguished himself/herself in public service as an elected or appointed official or volunteer with strong, identifiable ties to the County?
6. Honoring a Deceased Person – county-owned facilities, property and features may be named to honor a deceased person to recognize an extraordinary service or gift to the community. Requests for naming in honor of a deceased person shall be considered after 2 years from the date of death. Criteria to be considered shall be the same as that for a Living Person.
7. Group Recognition – county-owned facilities, property and features may be named to recognize an organization or group for extraordinary gifts or service to the community.

III. Renaming Policies

In order to respect past decisions and community values, county-owned facilities, property and features shall not be renamed in their entirety under most circumstances. Only if compelling evidence is presented that a majority of participating members of the community agree that the proposed name better reflects current community values or the areas special characteristics, or for similar reasons deemed significant by participating members of the community shall the proposed name be adopted.

IV. Naming Approval Procedures

All naming requests and proposals shall be directed to the Department which shall oversee the use of the county-owned facility, property or feature, or to the County Administrator. Requests shall be reviewed by staff of the applicable department, who shall forward a recommendation to the Department Director. If the request is for naming subordinate areas or features within county-owned facilities, property or features, the Director make the decision him/herself or may elect to forward a request to the County Administrator for approval. The County Administrator may make the decision or may elect to bring it before the Board of Commissioners if the request is judged to have a high level of controversy, or otherwise should be

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brought to the attention of the Board of Commissioners. If the request is to name an entire facility, piece of property or feature, the Director shall forward the request on to the Board of Commissioners with a recommendation.

V. Naming Approval Process

1. County-Owned Facilities, Property or Features

- a. Naming requests shall come before the decision maker at the earliest opportunity in order to ensure there is time for the full process to occur in the event the request needs to be forwarded on to the County Administrator or Board of Commissioners.
- b. Individuals or groups who wish to submit a recommendation shall provide the following information in writing:
 - i. Description of facility to be named
 - iii. Proposed name
 - iv. Description of how the naming proposal meets the criteria contained within this policy.

If the proposed name recognizes a living or deceased person, the proposal must also contain the following:

- v. Compelling evidence of the extraordinary contribution of the individual to the community
- vi. Biographical information, including date of the death, if applicable
- vii. Explanation of how naming the facility, property or feature would improve community awareness and historical perspective
- c. When items are to be presented to the Board of Commissioners for approval, the name for a new facility, property or feature will be proposed to the Board of Commissioners at a regular board meeting. This meeting will initiate a public comment period, the purpose of which is to ensure that the proposed geographic name and/or any individual names proposed by stakeholders or citizens are accepted by the community.
- d. During the public comment period, staff will notify the public of the proposed name through press releases, public service announcements, the County's website, or other effective means of communication. Any

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notifications will contain the following information:

- i. A description of the facility to be named, its location, and its proposed name
- ii. The deadline for submitting comments (either in writing or in person)
- iii. The address to which citizens may send their comments
- iv. The dates, times, and locations of the board meetings to be held during the public comment period, at which citizens may comment on the proposed name.
- v. If public response suggests the need for an alternate name, the Department that submitted the request to the Board of Commissioners shall consider other names and make an appropriate recommendation to the board. The recommendation will include the rationale for the recommendation.
- vi. The board will hear the final recommendation and, unless further deliberation is needed, will vote on the recommendation at a regular board meeting.

2. Endorsing Proposals from Other Jurisdictions

In the event the County is asked to endorse a proposal for naming or renaming a facility, property or feature not under the County's jurisdictional authority, the following information shall be required:

- a. Written letter or statement of request
- b. Description of public process for vetting the proposed name
- c. Impact analysis, including financial implications, community impact, potential negative impacts, associated with the naming or renaming.

A majority of the Board of Commissioners is required to officially endorse a naming proposal. In the event this threshold cannot be met, a formal notice will be sent to the requesting agency stating that the Board of Commissioners has no position on the request.

VI. County-Initiated Proposals to Other Jurisdictions

Individuals, advisory groups, organizations, individual commissioners, or the board

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as a body may wish to recommend a name for a facility, property or feature not under the County's jurisdiction. In these cases, the following procedure will be used to develop a formal recommendation:

1. Individual or group submits recommendation in writing to the Board of Commissioners via a letter or nomination form.
2. Recommendation is placed on consent calendar for initiation of public comment period.
3. Notification about the public comment period will occur on the County's website or by other effective means of communication, and will consist of:
 - a. A description of the facility to be named, its location, and its proposed name
 - b. The deadline for submitting comments (either in writing or in person)
 - c. The address to which citizens may send their comments
 - d. The dates, times, and locations of the board meetings to be held during the public comment period, at which citizens may comment on the proposed name.
4. Staff identifies any potential impacts associated with the proposal, including financial implications.
5. Following the public comment period, the proposal is scheduled for action by the Board.
6. Official letter of recommendation is prepared and sent to governing agency if the Board so approves.

VII. Interpretation and Clarification

Any questions concerning the intent or application of this procedure should be directed to the County Administrator.

Authorized: 
County Administrator

2/22/11
Effective Date

ADMINISTRATIVE PROCEDURES MANUAL



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Issue 1 1/13/2012
Date

SUBJECT: LANE COUNTY COMMUNICATIONS AND GOVERNMENT RELATIONS

I. Purpose

Viewpoints and opinions of Lane County employees may be easily misinterpreted when it comes to public statements entered into official records of other governmental agencies. It is the intent of this policy to clarify the procedures used when speaking or writing on behalf of Lane County before other deliberative bodies, including the United States Congress, the Oregon Legislature, or at other regional or municipal entities, and to emphasize the importance of good communication skills prior to, during, and after voicing or providing written testimony to another deliberative body.

This communications administrative policy and procedure applies to Lane County employees and to those who serve on Lane County's advisory committees.

The legislative process often unfolds within a highly dynamic and fast moving environment. This policy is meant to provide guidance and illustrate the expected adherence to legislative procedures that exist within the Lane County government. It is recognized that the situational environment may preclude one's ability to follow this policy at all times. In those instances, the understanding remains that professional conduct is of the highest priority, and that follow through communications with pertinent Government Relations staff is expected.

II. Overview

Adherence to this policy is based on the fundamental understanding that words and overall decorum are especially important when it comes to interactions with deliberative bodies, the elected or appointed officials of those bodies, and with agency staff.

Under the guidance of the County Administrator, the Intergovernmental Relations Manager (IGR) develops, manages, and conveys official County positions on matters pending before the Oregon Legislature or the United States Congress. In order for a

position to be deemed “official” it must be acted upon by the Board of County Commissioners during a regularly scheduled or special Board meeting. Issue identification is the responsibility of every Lane County employee, but taking a formal position involves discussion before the Legislative Committee, a **standing committee** of Lane County established under the authority of the Lane Manual, Chapter 3, section 3.515, sub-section 4.

For purposes of this policy, positions on actual or proposed legislation are differentiated from general informational meetings with elected officials from the United States Congress or the Oregon Legislature.

Further, this policy covers legislative testimony, face to face meetings with elected officials, and formal comment sought by other agencies on rule development or other issue guidance.

III. Representation of County Positions , Personal Opinions, and Professional Opinions

County employees, when acting in their official capacity and submitting testimony or comment to other deliberative bodies, shall strive to provide testimony or comment, whether written or oral, that has been vetted in advance by the Board of County Commissioners, typically through the Legislative Committee and in advance of a regularly scheduled Board meeting.

Employees also have every right to express their own opinions. This policy is not intended to restrict an employee’s First Amendment right. However, when testifying at a deliberative body as an individual and offering expertise that has been gained through employment or service at Lane County, employees and officials should state that they are “offering a personal view and not speaking on behalf of Lane County”. This is especially important in those instances where due to circumstances beyond their control, meeting agendas or other descriptive materials may describe them as a county employee or official.

It is recognized and encouraged that staff are involved with professional associations. Some are officers of those organizations, and may often be involved with legislative or other advocacy issues that bring them before a deliberative body to testify on an issue. It may be that in these situations the view of the given association may be contrary to the official position of Lane County. In these instances, employees should state that they are speaking on behalf of their given association, and must make clear the Board’s adopted position on the issue at hand.

IV. Disclosure Exemptions

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Legislation is often developed after an event that brings to light inconsistencies or gaps in existing laws. Advocates, whether in support of, or opposed to, such legislation may wish to provide examples within their testimony that could involve actual experiences involving Lane County employees.

Unless approved by Lane County Legal Counsel, employees shall not disclose or provide to any person, records or information contained in records that are exempt from disclosure under ORS 192.501, ORS 192.502 or any other state or federal public records statute. Employees shall not disclose or provide to any person, records, materials or information contained in such materials that are distributed in executive session (ORS 192.660) unless the information is not exempt from disclosure. In addition, employees shall not disclose to any person the substance of discussions held in executive session.

For additional information on Inspection of Public Records and Requests for Information, review Lane Manual Policy 2.150.

V. Government Relations

A. Elected Officials (or their staff) Inquiries/Meeting Requests

County employees are subject-matter experts for a variety of services. It is expected and encouraged that relationships with appointed or elected officials from other deliberative bodies may exist. When such contact is initiated by officials from outside of Lane County it is wholly appropriate for staff to respond to requests for information. If the Board has an established position on the issue at hand, however, that position must be shared with the person initiating the conversation.

B. County Initiated Inquiries/Meetings Requests

Lane County staff may from time to time desire to inform or advocate on behalf of a given issue or suite of issues before elected or appointed officials from other deliberative bodies. When such contact is initiated by County employees or mandated advisory committees, it is expected that guidance for these activities is sought through the Intergovernmental Relations Manager, Department Directors, or the County Administrator.

In cases where actual or proposed legislation is to be discussed, employees should familiarize themselves with Lane County's advocacy history and established positions. Employees or mandated advisory bodies seeking changes to existing legislation must first vet those changes with the Board of County Commissioners and through the Legislative Committee.

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County-owned or leased vehicles shall only be used for official business. No County-owned or leased vehicle shall be used to commute to and from an employee's residence or parked after normal hours at any location other than the regular work location or equipment yard, except as provided by this Procedure.

County-owned or leased vehicles shall not be used for the transport of non-County personnel unless provided for in the County employee's job description or unit operating procedure, or unless prior written approval specifying the name(s) of the individual(s) to be transported, time, duration and purpose has been granted by the department director.

Any individual authorized to routinely receive private mileage reimbursement or a fixed monthly automobile allowance for the use of their personal vehicle on County business must file a copy of their certificate of insurance coverage for that vehicle with the Risk manager prior to being eligible to receive reimbursement.

V. Assignment of County-Owned Vehicles and Authorization of Private Mileage Reimbursement and Monthly Automobile Allowance

A. Assignment of County-Owned and Leased Vehicles, Private Mileage Reimbursement, Monthly Automobile Allowance for Elected Officials.

Elected officials who may be required to respond to emergency situations, or who use vehicles regularly in their normal daily activities may be authorized to utilize an individually-assigned County-owned or leased vehicle which may be garaged at home, or to receive an optional private mileage reimbursement or monthly automobile allowance. (Lane Manual 2.635(3) and 2.636.)

Individuals who are assigned County-owned or leased vehicles shall restrict their use, due to liability exposure, to County-related business and travel to and from work.

B. Assignment of County-Owned and Leased Vehicles and Reimbursement for all Other County Employees

1. An individual employee may only be assigned a County-owned or leased vehicle when approved by the County Administrator based on the need for the particular vehicle and its equipment (for example: a pickup that has emergency lighting and carries equipment such as road signs; or a marked police vehicle equipped with lights and sirens). Department directors shall submit a list to the County Administrator designating which employees are assigned which vehicles annually on or before January 1 as discussed in Lane Manual 2.635(1). An assigned County vehicle may be driven to and garaged at home only if the employee is required to respond to after-hours call-outs.

C. Testimony

Testimony is an important element within the legislative process and may take a verbal or written format. It may be provided only after the Board of County Commissioners has memorialized a position on selected legislation. In most cases, written testimony should be limited to one page, and verbal testimony should be limited to three minutes. It should be clear to the deliberative body accepting the testimony what the position of the Board of County Commissioners is on the given issue.

Positions the Board of County Commissioners may take include the following descriptors:

Support-means that the majority of the Board is supportive of the concept or legislation at hand.

Oppose- means that the majority of the Board does not agree with the concept or legislation at hand.

Monitor-means that the majority of the Board wished to continue following the issue or legislation at hand for its potential impacts or benefits to the County.

Ignore-means that a majority of the Board has deemed the issue or legislation unimportant to the County.

Amend- means that the majority of the Board wishes to make specific additions or deletions to the legislation or matter at hand.

D. Comment

Comment is sought prior when changes to administrative rules are being considered, typically by agencies or the citizen committees or commissions that oversee those agencies. Comment is always provided in a written format. It is encouraged that staff first consult with the Board of County Commissioners to develop a formal position on behalf of the Board of County Commissioners, and after review by the Legislative Committee.

Comment may be provided without prior Board approval after review by the County Administrator or their designee. Comment provided through this method will be reviewed post-submission by the Legislative Committee.

E. General Conduct

When providing testimony to, meeting with, or visiting the locations of other agencies or entities, whether local, federal, or state based, it is expected that Lane County staff conduct themselves with the highest degree of professional decorum and in conformance with the State of Oregon Government Ethics Laws, as established in ORS Chapter 244.

Staff are encouraged to conduct themselves so as to bring credit upon the County as a whole, and to set an example of good ethical conduct for all citizens of the community. Staff should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefiting any individual or special interest group at the expense of the County as a whole.

When possible, staff should familiarize themselves with the particular rules related to conduct that other bodies have adopted to ensure that they are respectful of the unique procedures that exist within other deliberative bodies and agencies.

F. Intergovernmental Relations Manager

Lane County has a position of Intergovernmental Relations Manager, located within the County Administration Department and supervised by the County Administrator. It is the conduit through which many governmental entities do business with Lane County. By maintaining close communications with all county departments and the Board of Commissioners, it strives to foster collaborative relationships with other local and regional governments and state and federal agencies. The position is responsible for overseeing the development of legislative and policy initiatives at both the state and federal level in order to complement and enhance Lane County's strategic objectives.

So as to maximize the efficacy of the position, it is expected that staff will maintain timely communication with the Intergovernmental Relations Manager when the meetings, testimony, or comments outlined within this policy are undertaken.

G. Lane County Committees and other Advisory Bodies

Lane Manual, Chapter 3, Section 3.505 discusses Lane County committees in General. Unless otherwise provided by law, these bodies are advisory to the Board of County Commissioners and should operate under the guidance of sub-section 3: "All advisory bodies created by the Board shall report their concerns and recommendations to the Board *rather than taking action or policy positions on behalf of the County upon their own initiative.*"

The following Mandated Committees do have a statutory charge that would allow them to act somewhat independently from the Board of County Commissioners with regards to the expectations laid out by sections A-F of this Government Relations policy, with the understanding that the most effective advocacy results from consistency of messages between these advisory bodies and the Board of County Commissioners:

- Commission on Children and Families (ORS 417.710, 417.760, 417.735)
- Public Safety Coordinating Council (ORS 423.560, 423.565)
- Mental Health Advisory/Local Alcohol and Drug Committee (ORS 430.342)

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- Historic Resources Committee (Goal 5, Rural Comprehensive Plan, Lane Co)
- Community Health Council (42 USC 254b)
- Fair Board (ORS 565.210)
- Planning Commission (ORS 215.230)

VI. Lane County Social Media Policy/User Guidelines

In addition to the policies contained in this section pertaining to Government Relations, the use of social media to advocate legislative or other issue positions shall be governed under the Lane County Administrative Procedures Manual, Chapter 3, Section 9, Lane County Communications and Media Relations, section VI.

Authorized: JRC
County Administrator

1/13/12
Effective Date