



Administrative Policy Manual

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*The purpose of this policy is to provide for the requirements of the employer/employee relationships.
The personnel policy manual contains general employment rules and information*

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Definitions

Unless otherwise indicated for a particular policy, the following definitions apply:

“Board Chair” or “Chair” means the chairperson of the Board of County Commissioners. Where the elected Chair is not available, the Vice Chair has same authority in the Chair’s absence

“Department Head” or “Director” means the employee elected by the citizens or appointed by the Board of County Commissioners to manage a County Department.

Article A – General Administration

A-01: County Polices

A. Sources and Review

1. County Polices can be found in the following sources:
 - Administrative Policy Manual
 - Personnel Policy Manual
 - Safety Manual
 - Fleet Handbook
2. Additionally, departments may develop departmental policies and procedures, subject to review by Legal Counsel and approval by the County Board. Where there is a conflict between departmental policies and County policies or state law, the County policies or state law shall prevail.
3. Unless otherwise ordered by the Board of County Commissioners, current County policies described in (A)(1), above, shall be publicly available on the County website. Approved department policies must have a copy filed with Human Resources and the Board of County Commissioners.
4. Unless a shorter period is otherwise required, policies should be reviewed at least once every five years. The Board of Commissioners can review any policy at any time.

B. Adoption, Amendment and Repeal

1. The adoption of any new County policy or procedure, or amendment, or repeal of any existing County policy or procedure, may be initiated by the Board of Commissioners on its own initiative, or by any Department Head bringing a proposal to the Board of Commissioners for approval to move forward.
2. Once a proposal has been approved to move forward the draft will be proposed by the subject matter experts, reviewed by Legal and presented to the Board of County Commissioners.
3. The Department Heads shall have an opportunity to make recommendations regarding policy, as described in Administrative Policy A-2.
4. After a draft has been prepared, the Board of County Commissioners will review and may revise the proposed policy and determine whether to move forward with the new, amended, or repealed policy.
5. The Board of Commissioners shall allow a reasonable period for review and comment by employees (internal review). Personnel policies shall have an internal review period of not less than ten (10) business days, or as otherwise required by any applicable collective bargaining period, to allow for union and non-union committee review. The review period for all other policies shall be not less than three (3) business days.
6. At the end of the internal review and comment period, the Board of Commissioners may revise the proposed policy in response to comments received. If substantive revisions are made, the Board of Commissioners may re-distribute the revised draft of the proposed policy to Department Heads and may allow an additional period for review and comment. All comment periods will comply with any applicable collective bargaining agreement requirements.
7. At the end of the final internal review and comment period, the policy or procedure shall then be

adopted, amended, or repealed by Order of the Board at a properly noticed public meeting at which members of the public shall be allowed to comment on the proposal.

8. Adopted or amended policies or notice of repealed policies shall be distributed to all County employees and updated on the County website within 2 business days of the action. Human Resources shall be responsible for distributing updated Personnel or Administrative policies and ensuring website availability, with all other policies distributed and posted by the Board Office.
 9. The Board of Commissioners reserves the right to suspend the enforcement of any policy or procedure at any time. Subject to existing contractual and bargaining agreements, the Board of Commissioners reserves the right to adopt, amend, or repeal any County policy at any time.
 10. The Board of County Commissioners has the authority to grant exceptions to any policy.
 11. Expedited Process for Minor Revisions. Minor revisions such as fixing grammar, spelling, or punctuation; revising policy formatting; updating position and/or department titles, statutory, regulatory, ordinance, or policy references; or similar non-substantive updates and revisions may be done without a review period.
- C. Policy Archive
1. Policies that have been repealed and versions of adopted policies that have been revised or replaced shall be archived with the Board of Commissioners' Office
 2. A copy of the Board Order adopting, repealing, or revising any policies shall be archived with the repealed and revised policies.
 3. A list of policies repealed, revised, or replaced shall be attached to each policy manual and updated at the time of repeal, revision, or replacement

A-02: Leadership Committee

A. Leadership Team

1. The roles of the Leadership Team will include:
 - a. Making recommendations to the Board of County Commissioners (BCC) regarding amendments or revisions to the personnel rules.
 - b. Serving as a labor-management consultant to the BCC.
 - c. Making recommendations to the BCC regarding the development, amendment, or revision of Josephine County Policies and Procedures.
 - d. Internal problem-solving regarding issues relevant to multiple departments within the County.
 - e. Leadership of County Core Value process including, but not limited to the following:
 - f. Partnering with BCC to ensure Core Values process is implemented countywide; and
 - g. Fostering implementation and annual evaluation of County Action Plan and make recommendations for updating as necessary to the BCC.
 - h. Performing other countywide administrative tasks that may be assigned by the BCC.

B. Composition

The Leadership Team shall consist of all elected and appointed Department Heads and one County Commissioner. Only elected department heads shall have voting rights.

C. Meetings

1. Meetings shall be held not less than quarterly.
2. The Board Office shall be responsible for coordinating the Leadership Team meetings and administration

A -03: County Office Hours

- A. Josephine County's standard hours for conducting business are Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding recognized holidays. All County Offices are expected to be open during these times, unless an alternative regular schedule has been approved by the Board of County Commissioners.
- B. Where the scheduled temporary closure of a Department, such as for training or meetings, the Department Head shall notify the Board of Commissioners of the nature, extent, and anticipated time frame for the closure and shall post signage at all public doors and windows.
- C. If at any time an office does not have sufficient staff to remain open for all hours of the regular schedule, the Board of Commissioners' Office shall be notified, and signage shall be posted on all public doors and windows.
- D. Signage must indicate when the office will reopen.

A -04: Approval Authority Thresholds & Criteria

A. Authority Thresholds

- a. Authority thresholds are based on actual or reasonably expected contract value at the time of approval. If the expenditure exceeds the current approval authority, the next approval authority shall be immediately notified and approval obtained.
- b. Contract Amendments have a value of the underlying contract plus any previous contract amendments and the proposed contract amendment.
- c. Department Heads shall not split a purchase or contract in order to avoid approval thresholds or pre-approval requirements.

B. Department Head Authority

Unless otherwise authorized by ordinance, Department Heads (Elected Officials and Managers) may sign contracts within their budget authority up to \$10,000, as long as the contract price is within their authority for the current fiscal year budget, as adopted by the Board of Commissioners. All contracts must comply with all existing county policies, ordinances, and rules, as well as state and federal statutes and administrative rules. Contracts that have been signed without conforming to this policy are not binding on the County. For grant awards, Board approval is required if more than \$10,000 in matching funds or expenditure will be required from the County. Department Heads may sign grant agreements of any value that are accounted for and directly addressed in the current fiscal year budget. Departments must provide copies to Finance for central access.

C. Board Chair Authority

- a. The Board Chair shall have approval authority between \$10,000 and \$25,000, so long as it is within the department's approved budget. The Board Chair shall also approve all Intergovernmental Agreements less than \$25,000 and grant agreements that require \$25,000 or more in County match or expenditure.
- b. In the absence of the Chair the Vice Chair has the same authority of the Chair.

D. Board of Commissioners Authority

The Board of County Commissioners shall have authority for amounts \$25,000 or more, or where it is not within the department's approved budget. Approval shall be obtained during a public meeting, the minutes of which shall reflect the Board's approval. The Board of County Commissioners may authorize, by motion, the Department Head or other employee to sign a document.

- a. The Board may authorize, in writing, the Department Head or other employee to sign a document for all transactions over \$10,000.

E. Pre-Approval Required

Pre-approval (getting Board approval before making purchase, submitting grant application, or negotiating contract) during a public meeting is required for:

- One-time purchases exceeding \$25,000
- Contracts expected to exceed \$25,000
- Contracts or grants that add new personnel, programs, or real property

F. Conflict of Interest

If the Board Chair has a conflict of interest regarding an item for approval that does not require full Board approval, the Vice Chair shall review the item for approval. If any Commissioner has a conflict of interest regarding any item for approval before the full board, all members of the Board shall vote on the item, with any conflict of interest being specifically disclosed, unless otherwise prohibited from doing so by law.

A-05: Agendas & Meeting Materials

A. General Policy

It is the policy of the Board of County Commissioners that there should be adequate notice and information to prepare to discuss agenda items in a meaningful way during meetings of the County Board.

B. Adding Agenda Items

1. Requests to add agenda items to a Business Session or Administrative Workshop should be sent to the Board Office.
2. Requests to add agenda items to a Legal Counsel Update should be sent to the Legal Counsel's Office.
3. Requests to add an item to an agenda should be in writing and should include as much of the following information as possible:
 - a. Title for the agenda item
 - b. A description of what is being requested of the Board (discussion, decision, approval, etc.)
 - c. A brief summary of relevant information/background
 - d. Whether documents will be provided for the meeting packet (and what to expect).
 - e. If the item involves approval of any document requiring legal review, whether Legal Counsel has approved the document or the status of review.
2. Any Commissioner can add an item to an agenda. The Board Chair shall approve any other requests to add agenda items.
3. When a Commissioner adds an item to an agenda, they should identify any departments or employees that the topic relates to and provide a brief explanation of what the agenda item will cover so that staff can ensure necessary information is available. Board Office staff will notify the department or employee of the agenda item and explanation.

C. Agenda Packet Materials

1. Agenda packet materials must be provided to the Board or Legal Counsel Office at least 48 hours prior to the meeting. Extensive or significant materials should be provided as far in advance as possible to allow for review. Documents in their substantially final form must be available for public inspection, whether posted online or otherwise, at least 24 hours before the Board can take action.
2. If packet materials will not be available prior to the meeting, an explanation of the reason for the delay and the materials may be provided. A substantially final draft should be provided for the packet, as long as it is marked "draft" and areas that are still being modified are clearly marked.

A-06: Preparation & Review of Legal Documents

A. Legal Documents

All proposed ordinances, resolutions, orders, policies, position letters, and similar documents should be submitted to Legal Counsel for preparation or review prior to seeking approval from the Board of County Commissioners. Documents without Legal Counsel review completed will not be added to meeting agendas. It is strongly encouraged that Legal Counsel be involved early in the development process.

Contracts, leases, and other agreements shall follow procedures described in Administrative Policy C-1

B. Review Process

1. Document submissions should include a document review request form, including any relevant background information, the purpose of the document, and a date by which the review is needed.
2. All documents should be submitted to Legal Counsel in a document format that allows changes to be tracked. Drafts may then be watermarked and have a header or footer with the document title, draft date, and version. Not all drafts need to be retained, but drafts bearing substantive revisions shall be retained pursuant to public records laws.
3. Legal Counsel will review the submission as soon as possible, most within two (2) weeks. Certain documents may take additional time. Legal Counsel will provide revisions and/or feedback on the proposed document.
4. If a department does not agree with or want to incorporate Legal Counsel's revisions or feedback, both versions of the document should be submitted to the Board of County Commissioners.
5. Other documents that do not require Board of County Commissioners approval are recommended to have Legal Counsel review prior to use and/or implementation.

A-07: Advisory Bodies

A. Purpose

The Board of County Commissioners administer and govern a wide spectrum of services to our citizens. The Board of County Commissioners finds that citizens can be a valuable resource for gaining a better understanding of services. The purpose in establishing advisory bodies is to provide the Board of County Commissioners with knowledgeable insight and recommendations. This policy does not address appointed bodies with statutory or other legal decision-making authority such as the Fair Board, or multi- agency appointed bodies, or districts for which the County Commissioners constitute the governing body.

B. General Policy

1. The Board of County Commissioners may create or dissolve advisory bodies based on its own initiative or on recommendations from staff, citizens or other sources, unless otherwise required or prohibited by law.
2. All advisory bodies created by the Board of County Commissioners shall report their concerns and recommendations to the Board of County Commissioners. Advisory bodies may not take action or a policy position on behalf of the County upon their own initiative, unless so authorized by law.
3. The advisory bodies policy applies to all advisory bodies, unless the Board of County Commissioners chooses to make an exception. A request for an exception to this policy shall be filed in written form and filed with the Board of County Commissioner's office identifying the unique and special reasons related to the functioning responsibilities of the advisory body submitting the request.
4. The Board of County Commissioners may limit the amount of staff time and County resources committed to serving each committee.

C. Advertisement

1. Vacancies for advisory bodies shall be posted, unless there is an adequate pool of candidates from a previous advertisement for the same advisory body within the past twelve (12) months. The posting period may be extended or reduced by the staff assigned to the advisory body.
2. Applications shall be accepted at any time and shall be kept for 12 months from the date of the application. Personally identifying information may be redacted prior to releasing applications, in accordance with Public Records laws.
3. 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 County Commissioners, may be considered for appointment.

D. Appointments

1. The Board of County Commissioners shall select and appoint members of County advisory bodies.
2. Applications for appointment to County advisory bodies shall be filed with the Board of County Commissioners. Upon close of the posting, all applications shall be provided to the staff person assigned to the advisory body for screening and/or recommendation before they are submitted to the Board of County Commissioners for appointment. The Board of County Commissioners shall review applications and recommendations and make appropriate appointments.
3. All persons appointed to serve on County advisory bodies shall serve on such advisory bodies

at the pleasure of the Board of County Commissioners. Appointments shall be made by the Board of County Commissioners; members are subject to removal by the Board of County Commissioners, with or without cause, at any time. Whenever practicable, the Board of County Commissioners shall provide the member being removed from an advisory body with an opportunity to address the Board of County Commissioners concerning their removal prior to removal.

4. No person may serve on an advisory body unless that person has been appointed by the Board of County Commissioners to so serve.

E. Eligibility Requirements

In order to qualify for initial appointment to a Josephine County advisory body, the following requirements must be met:

1. Resident of Josephine County; and
2. Eighteen (18) years of age

F. Term

Unless otherwise stated in enabling legislation, appointments shall be for a term of four years. In order to give more people an opportunity to participate on an advisory body, appointment of an individual to any advisory body shall be limited to two consecutive terms. This two-term limit shall apply to all positions appointed by Josephine County, which are not designated by the County or statute as being filled by a specific individual. In the case where no qualified applicants have applied for the position, the Board may re-appoint for additional term(s). An individual who has served for two terms may, in all events, be eligible for reappointment after not serving for one year. Whenever a vacancy occurs during a term, the replacement shall be appointed only to fill the unexpired portion of the term. If the unexpired portion of the term is for six months or less, the appointment shall be for both the unexpired portion plus a full term. In that case, the appointment is considered as meeting one term of the two-term limit.

G. Absences

1. Except as otherwise provided by federal or state law, any member of a County advisory body appointed by the Board of County Commissioners who fails to attend three consecutive meetings or four meetings during any period of one year or less, whether regular, adjourned, or special, may be removed from the advisory board unless the member is prevented from attending by the serious illness of the member or the family of the member, or for any other cause that, in the judgment of the Board of County Commissioners, constitutes a valid reason for failing to attend.
2. The staff person assigned to each County advisory body shall promptly report to the Board of County Commissioners the name of any member failing to attend three consecutive meetings or four meetings during any period of one year or less. Advisory body members may also report this information to the Board of County Commissioners. Nothing contained in this subsection prevents the County from acting to remove a member if no report of absences has been made to the Board of County Commissioners.
3. Before the Board of County Commissioners decides to remove a member for failing to attend meetings, the Board of County Commissioners shall give reasonable opportunity (not less than 7 days) to the member to justify the absences to the Board of County Commissioners office. The member may provide such justification in writing prior to, or by appearing at, the meeting at which the removal is considered.
4. Upon declaring a position vacant as provided in this section, the Board of County Commissioners

shall appoint a successor to serve the unexpired portion of the term for that position as soon as practicable. Such appointments shall follow the process described in paragraphs (a) through (d), above.

H. Quorum

A quorum is required before a County advisory body, or any of its members, may discuss or decide any matter relating to the advisory body's business. A quorum shall be a majority of the persons then appointed by the county to serve on the advisory body, excluding vacant positions, unless otherwise specified in the bylaws. All actions or recommendations of an advisory body must be approved by a majority of the members appointed to the body at the time of the vote. Members must be physically present at the meeting to be entitled to vote. Physically present includes in-person presence in the same physical location as well as presence through technological means where the member(s) can be seen and/or heard in real time.

I. Bylaws

1. Bylaws may be drafted, reviewed, and recommended to the Board of County Commissioners by any advisory body. Bylaws may also be prepared by the Board of County Commissioners. County Legal Counsel shall review all bylaws drafts prior to any decision regarding adoption.
2. The Board of County Commissioners shall have the sole authority to adopt, amend or repeal bylaws for County advisory bodies.
3. Bylaws shall be adopted by an Order of the Board of County Commissioners
4. Bylaws shall govern the conduct of the County advisory body but shall not, in any way, bind the Board of County Commissioners.
5. Where approved bylaws have provisions that conflict with this policy, the bylaws shall prevail. Where there is a conflict with the Josephine County Code, or state or federal law, the Code or other law shall prevail.

J. Officers

1. Chair

- a. The Chair works with the assigned staff person to set meeting agendas and presides over meetings of the advisory body.

2. Vice-Chair

- a. The Vice-Chair assumes the duties of the Chair if the Chair is unavailable.

3. Recording Office

- a. The Recording Officer prepares minutes of advisory body meetings and signs them after they are approved by the advisory body before submitting them to the assigned staff person.

K. Communication with the Board of County Commissioner.

1. Signed, original minutes of advisory body meetings shall be sent to the Board of County Commissioners. In addition to the requirements set out in ORS 192.650, the following information must be included:
 - a. The date and place of the meeting;
 - b. The time the meeting was called to order and the time the meeting was adjourned; and

- c. Who called the meeting to order.
- 2. Committee recommendations for public action must be submitted to the Board of County Commissioners. The Board of County Commissioners shall determine whether to take the recommended action.
- L. Staff Support
 - 1. The Board of County Commissioners shall assign a department, or its own staff, to coordinate each advisory body and determine the amount of staff support to be provided. The Department Head shall assign a staff person as the point of contact for each advisory body to which the department is assigned.
 - 2. Unless otherwise determined by the Board of County Commissioners, staff:
 - a. May participate in committee deliberations, but shall not vote on deliberations.
 - b. Notifies present advisory body members and the Board of County Commissioners office at least two months prior to the expiration of member's terms.
 - c. Prepares advisory body agenda packets and provides public notice one week prior to the meeting date.
 - d. Sends a copy of the agenda and original minutes to the Board of County Commissioners office for filing with the County Clerk.
 - 3. The point of contact for all advisory bodies and staff is the Advisory Board Coordinator.

M. Compliance with Statutes and Ordinances

Nothing contained in this statement of policy and procedure shall be construed to be in conflict with any state law, the Josephine County Charter, or the Josephine County Code. Should there be an appearance of conflict, the appropriate state law, County Charter provision, or County ordinance shall prevail.

N. Public Meetings and Records Law

All County advisory bodies shall conduct their business in public, in full compliance with the Oregon Public Meetings Law, currently codified as ORS 192.610 through 192.710. All minutes and records of said advisory bodies are public records, which must be made available to the public as required by the Oregon Public Records Law, currently codified as ORS 192.410 through 192.595. All members shall also comply with all State laws relating to conflicts of interest, financial interest, and ethics laws.

Advisory bodies may hold executive sessions in accordance with state law and the Josephine County Code.

A-08: Notary Publics

- A. The services of a notary public are useful to County staff on an interdepartmental basis, and to persons receiving County services. Departments should have sufficient notaries on staff to service County needs.
- B. It is the responsibility of Department Heads and Elected Officials to determine if their departments are in need of notary publics, and to designate the appropriate employees. The County shall require and pay training costs associated with acquiring and maintaining notary public commission, if it is done as part of the employee's duties. Employees are responsible for keeping track of whether their training and certifications are current.
- C. The seal and related materials purchased by the County shall become County property.
- D. Notary publics may conduct remote approval, pursuant to State regulations.
- E. Should the notary be requested to notarize a document related to County business, it shall be done without charge to the requesting department.
- F. Should a notary be requested by a member of the public to notarize a document, the notary shall charge the legal fee (per ORS 194.400) and deposit the fee to miscellaneous revenue for the department which employs the notary.

A-09: Nondiscrimination

A. Protected Status – Defined

“Protected Status” means race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, state, or local law.

B. Discrimination Prohibited

1. Josephine County, its officers, agents, employees, and volunteers may not, directly or through contractual or other arrangements, on the grounds of Protected Status:
 - e. Deny a person any service or other benefit provided by the County;
 - f. Provide any service or other benefit to a person which is different, or is provided in a different manner, from that provided to others under the County program;
 - g. Subject a person to segregation or separate treatment in any matter related to the receipt of any service or benefit provided by the County;
 - h. Restrict a person in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or other benefit provided by the County;
 - i. Treat a person differently from others in determining whether the person satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition that persons must meet in order to be provided any service or other benefit provided by the County;
 - j. Deny a person an opportunity to participate in a County program through the provision of services or otherwise or afford the person an opportunity to do so which is different from that afforded others under the program; or
 - k. Deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of a County program.
2. In determining the site or location of any County facilities or programs, the County may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to any form of discrimination.
3. Any person who is, or seeks to be, a patron of any County public bus or vehicle shall be given the same access, seating, and other treatment with regard to the use of such bus or vehicle as all other persons. No person shall be discriminated against with regard to the routing, scheduling, or quality of service of transportation services furnished by the County. Frequency of service, age and quality of vehicles assigned to transit routes, quality of stations serving different routes, and location of routes may not be determined in a discriminatory manner.
4. No person who is, or seeks to be, an employee of the County shall be treated less favorably than any other employee or applicant with regard to hiring, dismissal, advancement, wages, or any other conditions and benefits of employment, on the basis of Protected Status. The County shall not, directly or through contractual or other arrangements, subject a person to discrimination on the grounds of Protected Status in its employment practices (including recruitment or recruitment advertising, hiring, firing, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay or other forms of compensation or benefits, selection for training or apprenticeship, use of facilities, and treatment of employees).

C. Assurances

1. Every application for Federal financial assistance to which 49 CFR Part 21 applies shall contain or be accompanied by an assurance that the program will be conducted in compliance with all requirements of Title VI of the Civil Rights Act of 1964. County Program managers shall submit

annual assurances to the appropriate agency.

2. Grants using federal funds require the County and all Subcontractors to comply with the following laws, regulations, and executive orders to the extent they are applicable:
 - a. Title VI and VII of the Civil Rights Act of 1964, as amended;
 - b. Sections 503 and 504 of the Rehabilitation Act of 1973, as amended;
 - c. The Americans with Disabilities Act of 1990, as amended;
 - d. Executive Order 11246, as amended;
 - e. The Health Insurance Portability and Accountability Act of 1996, as amended;
 - f. The Age Discrimination in Employment Act of 1967, as amended;
 - g. The Vietnam Era Veterans; Readjustment Assistance Act of 1974, as amended;
 - h. All regulations and administrative rules established pursuant to the foregoing laws;
 - i. All other applicable requirements of federal civil rights and rehabilitation statutes, rules, and regulations; and
 - j. All federal laws requiring reporting of abuse of children, the elderly, and the disabled.

D. Compliance

1. Compliance Reports

County Program managers shall maintain complete, accurate compliance records and submit them to the appropriate federal agency as required for grant administration. Unless otherwise required by the particular grant, compliance records shall include:

- a. Racial, ethnic, and other data showing the extent to which members of minority groups are beneficiaries of County programs receiving Federal financial assistance.
- b. A list of any active investigations conducted by any federal agencies, including the date of the investigation, a summary of the allegation, the status of the investigation, and any action taken by the County in response to the investigation.
- c. A list of any lawsuits or complaints against the County that allege discrimination on the basis of Protected Status, including the date the lawsuit or complaint was filed, a summary of the allegations, the status of the lawsuit or complaint, and actions taken by the County in responses to the lawsuit or complaint.

2. Subrecipients

If the County extends Federal financial assistance to any sub-recipient, each sub-recipient shall submit such compliance reports to the County as necessary to enable the County to carry out its obligations under this policy.

3. Access to Information

The County and all sub-recipients shall permit access by the appropriate federal agency and its agents, during normal business hours, to its books, records, accounts, and other sources of information, and its facilities as may be pertinent to ascertain compliance with this policy. If any information required by the County or a subrecipient is in the exclusive possession of any other agency, institution, or person, and such agency, institution, or person fails or refuses

to furnish this information, then the County or sub-recipient shall so certify in its report and shall set forth what efforts it has made to obtain the information. Any program requiring stricter access shall provide such as is required under their program.

4. Information to Public

The County shall provide notices and information to the public to apprise them of the protections against discrimination assured under Title VI of the Civil Rights Act of 1964.

E. Meaningful Access to Limited English Proficient (LEP) Persons

1. The County shall provide meaningful access and information about the County's programs and services for individuals who are Limited English Proficient (LEP) as required under Title VI of the Civil Rights Act of 1964. Any program requiring stricter access shall do so under the guidance of that program, such as Transit and Public Health

F. Manager Responsibility

Department Heads and Program Managers shall:

1. Ensure that there are no barriers to service or accommodation that would prevent public usage or access to County programs and services;
2. Train subordinates as to what constitutes discrimination and barriers to access;
3. Take prompt and appropriate action to avoid and minimize the incidence of any form of discrimination;
4. Notify the Risk Manager, in writing, of the circumstances surrounding any reported allegations of discrimination no later than the next business day.

G. Complaints and Appeals Process

1. Complaints must be filed within 180 days of alleged discrimination.
2. Contents of Complaint should contain:
 - a. Name, address, telephone number of person making the complaint;
 - b. A statement of what happened, when, and where;
 - c. Names of any witnesses;
 - d. A statement of the desired result or outcome

3. Filing a Complaint

Complaints may be filed by either employees or by members of the public. Any person who feels that he or she has been discriminated against, or whose accommodation request or access to programs or services has been denied, may file a complaint with the appropriate County Program manager by mailing or submitting a written complaint to the Program manager, or by telephoning or emailing the appropriate department, division or program. The County Risk Manager shall be notified of all discrimination complaints.

4. Investigations

Where an individual employee is alleged to have engaged in discrimination, the investigation, resolution, and any appeal shall be handled pursuant to Josephine County Personnel Policy Article 11: Complaint, Investigation, and Disciplinary Action. All other allegations of discrimination shall be handled pursuant to this policy, and reviewed and investigated by the County Risk Manager.

5. Resolution of Complaint

The complainant shall be notified of the resolution. The written report shall be confidential. The resolution of the complaint shall be public record.

6. Appeal

7. If the complainant is not satisfied with the resolution of the complaint, the complainant may appeal. The appeal or request for review must be submitted to the County Risk Manager, in writing, within thirty (30) calendar days of the written resolution of the complaint. The appeal shall include the complainant's name, address, and telephone number, and include a statement of the reasons why the complainant believes the resolution of the complaint was inappropriate

8. Meeting

The Board of Commissioners shall review the County Risk Manager's report and schedule a mutually agreed-upon time and place for a review meeting with the complainant and/or their representatives within thirty (30) days of receipt of the request. At the meeting, the complainant may submit documents or other information to be included with the record and to be considered in the review process. The Board of Commissioners may request additional information from the complainant, County Risk Manager, or any other source prior to completing its review. A record of the review shall be maintained by the Board of Commissioners for a period of three (3) years. Records for ADA-related complaints shall be maintained for five (5) years.

9. Disposition

After the meeting, the Board of Commissioners shall make a written disposition of the complaint in accordance with one of the following:

a. Sustained Complaints

If the Complaint is substantiated, this policy prohibiting discrimination shall be reviewed with the appropriate employee. Appropriate disciplinary action and/or training shall be taken in accordance with applicable disciplinary procedures.

b. Unsustained Complaints

If there is insufficient evidence to either prove or disprove the allegations, the complainant shall be informed of the reasons for this disposition.

c. Unfounded Complaint

If it is determined that an act reported pursuant to this policy did not in fact occur, a finding of unfounded shall be made.

d. Exonerated Complaints

If it is determined that an act reported pursuant to this policy did in fact occur, but was lawful and proper within the guidelines established herein, a finding of exonerated shall be made.

10. Rights Under this policy

The rights provided under this policy are not exclusive and are in addition to any other rights and remedies provided by law. The right of a complainant to a prompt and equitable resolution of the complaint shall not be impaired by the pursuit of other remedies, such as filing a complaint with the appropriate federal agency, or the filing of a suit in state or federal court.

The use of this procedure is not a prerequisite to the pursuit of other remedies

H. Application of Law

1. If any provision of this policy violates state or federal law, including but not limited to Title VI of the Civil Rights Act of 1964, 49 CFR Section 21, or ORS 659A.309, as amended, such state or federal law shall control.
2. Employees shall contact their supervisor or the County Legal Counsel Office if there are any questions as to the application of this policy

A-10: Accessibility

Notice of Nondiscrimination

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Josephine County will not discriminate against qualified individuals with disabilities on the basis of disability in the County's services, programs, or activities.

A. Effective Communication

The County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the County's programs, services, and activities.

1. A hearing impaired citizen may call Oregon Relay System at 1-800-735-2900 using a TDD and they will accept the call and relay the information to us. We may respond to the citizen in writing or on the telephone via the Relay System.
2. Oregon Relay System information shall be printed on all new County and Departmental letterhead, as well as brochures and other forms of written communication with the public.
3. The County website and mobile applications shall meet ADA standards for accessibility, as found in the Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA, or as otherwise required by law. Full compliance shall occur on or before the compliance date established by law.
4. Other aids or services may be available upon request

B. Modifications to Policies and Procedures

The County will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all County programs, services, and activities

C. Requests for Assistance

Anyone who requires an auxiliary aid or service for effective communication, or modification of policies or procedures to participate in a County program, service, or activity should contact the ADA Coordinator in Human Resources as soon as possible but no later than 72 hours before the scheduled event. The ADA Coordinator will work with the individual to provide aid, service, or modification to a reasonable extent.

D. No Undue Burden

The ADA does not require the County to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

E. Complaints

Complaints that a County program, service, or activity is not accessible to persons with disabilities should be directed to the ADA Coordinator in Human Resources.

Complaints that the ADA Coordinator has not provided reasonable assistance should be directed to the Human Resources Director.

F. No Charges for Assistance

The County will not charge any individual with a disability or group of individuals with disabilities to cover the cost of providing aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Article B – Financial/Budget

B-01: Budgeting

A. Budget Workshop

1. The budget process begins each year with a budget workshop with the Board of County Commissioners including presentations by the Finance Director and other pertinent County staff to fully inform the Board to make decisions. The Budget Workshop will include:
 - Budget goals and directives (D)
 - Approval of budget calendar (D)
 - Projection of General Fund fund balance, and approval of minimum fund balance requirement (D)
 - Projection of levy fund fund balances with end of levy sustainability projections (A)
 - Allocation by program of General Fund discretionary funds (D)
 - Allocation of other shared resources such as levy funds (D)
 - Rates for all charges set and incurred by Departments, including (but not limited to), Internal Service rate (generally at or below the Federal de minimis rate of 10%, unless the current and future needs of the county and/or current and projected fund balance demonstrate a need for an alternative rate), insurance rates, leave liability, facilities operation and depreciation, and Fleet rates. Rates cannot be provided to departments prior to approval of the Board of County Commissioners during the budget workshop. (D)
 - Advisory rates of PERS, Oregon Paid Leave, and any other charges set at the State level (A)
 - A presentation of the health and sustainability of all reserve funds will be provided (A)
2. There can be more than one budget workshop if needed, but decisions must be made no later than January 31 of each year to allow time for the budget process

D indicates a decision is required. A indicates advisory only.

B. Budget Memo and Development of Department Budgets

1. After the budget workshop, the annual Budget Memo will be sent to the departments with budget goals and directives, budget calendar, shared resources allocation, rates, and directions and Departments will develop their budgets accordingly and submit them to Finance. Departments shall adhere to the budget calendar and all stated deadlines
2. Developed budgets will be reviewed by Finance to determine whether they adhere to local budget law, whether projected revenues are more than likely to occur, and that all line items are comparable to prior years or are explained in the review process. Finance will work with the Department Head to address concerns before the budget is provided to the Budget Committee.

C. Budgeting Principles

1. Budgeting will generally be within current year resources unless the use of fund balance is authorized in the budget workshop.
2. The budgeting of fund balance will be done as follows:
 - a. Multi-year funding or program specific fund balance will be managed at the direction of the budget responsible individual (Department Director)

- b. Non-general fund fund balance available for more than one department or program:
 - i. Levy funds will be managed to end any given levy with enough ramp down costs to end the program when funding is gone and if more than one program shares that fund balance then a proportionate amount will be available to each program when the end of levy projection allows the use of fund balance.
 - ii. Other financing which may be designated but have more than one potential department use (such as Title III funds) will be used for the most restrictive uses first, be within current year resources, and based on the goals approved by the Board of County Commissioners
- c. General Fund will maintain a minimum fund balance as approved each year by the Board of County Commissioners for the year being budgeted as well as the 5-year projection
 - i. When projections do not produce a 5-year minimum fund balance spending is allocated to shift the projection to within the 5-year goal for all spending authority relying on the general fund.
 - ii. When projections meet a 5-year projection goal, all current year resources may be appropriated
 - iii. When 5-year projections exceed fund balance minimums, then the use of fund balance funds may be authorized at the annual Budget Workshop
- d. Funding for regulatory mandates will be prioritized.

D. Guiding Principles

1. Budget authority is given to Department Directors (budget responsible person) and should represent the absolute needs of the department to provide the service for which that department is organized and within the funding guidelines provided by all funding sources.
2. Purchasing rules dictate that all spending should be conducted in the most cost- effective manner, therefore use it or lose it thinking is highly discouraged.
3. All budgets are presented with a 5 year projection for revenue sustainability
4. The most restrictive funding is used first, the General Fund is always the funding of last resort.
5. All programs operate within their specific funding streams (grants or fees) with the exception of mandated services that are not fully funded elsewhere. Allocation of general fund support to these programs are within the strategic planning done throughout the year, culminating in the Budget Workshop.

B-02: General Fund Appropriations

A. General Policy

Appropriations of general fund money within the general fund departments are not-to- exceed appropriations and general fund departments should monitor both their spending as well as their actual revenues in the same fashion that all other departments within the County operate

B. Definitions

General fund money” - Discretionary funding not specific to a department.

“Department specific funding” - is grant money awarded to a general fund department for program specific services as well as fees for services within a general fund department.

“General Fund department” - Any department within the general fund.

“Appropriation” - Budget authority through the annual or supplemental budget process.

“Supplemental Budget” means adjustments made to the adopted budget during the fiscal year to account for unanticipated revenues or necessary expenditures.

C. Guidelines

1. Every effort should be made to calculate charges for services and fees as conservatively and appropriately as possible with the known facts at hand during the annual budget process. These include, but are not limited to:
 - a. Historic data.
 - b. Understanding of the market conditions affecting the fees.
 - c. The actual fees that are in place at the time the budget is prepared (not projected change in fees).
 - d. Grant documents or best-known data about ongoing grants.
2. If during regular monthly reviews revenues are less than budgeted, then:
 - a. If the needs of the department are less than originally budgeted, then spending needs to be adjusted accordingly including not making planned purchases or mid-budget reduction in staffing levels.
 - b. If the needs of the department have not changed but less income is experienced, then the Board of County Commissioners will need to approve an increase to the budget during the normal supplemental process
 - c. During the first quarter in which the shortfall is ascertained the Director should review the budget with the Board.
 - d. Increases to the general fund allocation in the supplemental budget must be presented to the full board and approved for submission before the supplemental budget process.
 - e. If a department takes in more money than expenses (including the fund level charge for internal service fees associated with the department) then they will be allowed to have a department specific fund balance reserved for future expenses within their own department and used for the same purposes in which those funds were collected. Multi-year grants will continue to be accounted for in this way as well.
3. As indicted elsewhere in the policy, general fund is the funding of last resort and if budget comes in under the full spending authority the general fund allocation will not occur, and the department has no future claim on those funds unless otherwise appropriated by the Board of County Commissioners (as with the reserved for future expenses within law enforcement).

B-03: Deposit of Funds with Treasurer

A. Deposits Required

1. County Departments will deposit funds with the Treasurer daily if they have received \$500 or more in cash or checks.
2. County Departments that have received less than \$500 will deposit funds with the Treasurer weekly.
3. Alternative deposit arrangements may be made with the Treasurer when special circumstances exist.

B. Documentation Required

1. County Departments shall receipt all payments pursuant to Department rules.
2. Each day, County Departments shall compile all payments received and complete an Accounts Receivable (A/R) in the County's financial tracking system.

C. Deposit of Cash and Checks

1. A County employee shall bring all cash and checks along with a printout of the A/R to the Treasurer's Office for deposit. Where applicable, the total cash and total checks shall be identified separately.
2. The Treasurer's Office shall receive the deposit and verify all cash immediately, providing the courier with a receipt that has been dated and initialed.
3. Deposits brought to the Treasurer's Office by 2:00 are posted into the County's financial tracking system on the same day.
4. Checks will be remotely deposited on the same day. Cash deposits will be transported to the bank by armored car service at least twice per week.
5. The allocation of a deposit to funds and account codes shall equal the total deposit. If an error occurs, the Treasurer's staff will contact the depositing office. When the cash count is in error, the deposit will be promptly retrieved, corrected, and returned to the Treasurer's Office.

D. Direct Deposits

1. Funds received by the bank through direct deposit (grant funding received, payments made to the County by credit card, etc.) shall have an A/R submitted to the Treasurer prior to the deposit in the bank account.

E. End of Fiscal Year

1. On the last working day of each fiscal year, deposits will be in the Treasurer's Office by 12:00 PM to allow time for processing and investments.

B-04: County Bank Account Access

- A. Consistent with best practices and auditor expectations, Josephine County shall assign more than one County Officer to have administrative access to the County's financial accounts.
- B. The assignment of authority over financial accounts shall be made based on job title.
- C. Administrative access to the County's financial accounts shall be assigned to the Chair of the Board of County Commissioners, and to the County Treasurer.
- D. Transactional authorization for the County's financial accounts shall be assigned solely to the County Treasurer, or to an alternate formally appointed by the Board of County Commissioners.

B-05: Management of Federal Funding

A. Federal Funding Administration

All Federal funding shall be administered in adherence to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) as outlined under Title 2, subtitle A, chapter 2 of the Code of Federal Regulations (2CFR 200).

B. Grant award

All awards and contracts involving federal grant funds shall be administered in the departments at the level where the work is performed, in order to provide maximum effective service, administration, and reporting. At inception a Compliance Requirement of Revenue contracts cover sheet will be used to identify what Federal requirements are applicable and who will be responsible for those requirements, and provided to Finance. The Board of County Commissioners deem it necessary for the grant administrator/budget responsible person to review guidelines at least annually and to monitor the activities of the program continuously.

C. County Guidelines

Grant applications and/or agreements shall be approved in accordance with County rules, orders, and policies including those relating to contracting.

D. Approval

E. Grant award agreements and amendments, with required cover sheet, shall be forwarded to Finance once they have been approved pursuant to Administrative Policy C-1 and fully executed. Documents stored by Finance

Finance shall maintain a list of all current grants and copies of all grant applications, grant contracts, Compliance requirement checklist, and grant reports. If any document contains information protected by law, such information may be redacted. Finance will administer the grant list in a way that ensures that all department staff and internal service department have access to information.

F. Evidence of Compliance

Grant administrator shall retain evidence of all compliance requirements within the department in order to provide any requested evidence to the auditors. The Grant administrator shall provide a copy of all grant reports to Finance upon submission.

G. Advance Payments and Reimbursements

Advance payments shall be drawn in accordance with conditions of award, within sufficient time before expenditures are scheduled. Reimbursements shall be reconciled and drawn or invoiced at least quarterly.

H. Allowable Costs and Procurements

Purchases related to Federal funding will follow the Procurement Standards under Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The stricter of county Policy or Uniform Guidance will dictate the policy used.

I. Access to Guidance

Grant Administrator and departments staff administering grant awards shall have access to the current 2CFR Part 200 Compliance Supplement for reference, currently located at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

J. Management must demonstrate a commitment to competence ensuring that staff receive adequate training to perform their duties, are knowledgeable about compliance requirements,

and are given responsibility to communicate all instances of noncompliance to management. Management demonstrates respect for and adherence to program compliance requirements. Management prohibits intervention or overriding of established controls.

B-06: Petty Cash Funds

A. General Policy

1. Petty cash funds may be established in any County office as a change fund, to pay for incidental or emergency office needs, or to reimburse employees for small purchases when a procurement card or other purchasing procedure cannot practically be used.
2. Purchases that are acceptable through petty cash funds are items low in price, generally less than \$50.00, and include items such as supplies, forms, or postage.
3. Purchases that are not acceptable through petty cash funds include personal services or consultants (1099 reportable services), capital outlay, personal loans, cashing personal checks, or any item normally considered an inappropriate use of County funds.
4. Petty cash funds are operated on an imprest basis, which means the fund will be replenished for the exact amount of expenditures made from the fund. At all times the total of receipts plus cash on hand must equal the authorized amount of the petty cash fund.
5. The petty cash fund must be replenished at least annually on June 30.
6. Each County department is responsible for maintaining appropriate internal controls for safeguarding their petty cash fund. This includes:
 - a. An employee must be designated as the Petty Cash Custodian to be responsible for maintaining and replenishing the petty cash fund.
 - b. Petty cash must be stored in a locked box or locked filing cabinet and not be commingled with other office or employee cash (e.g. coffee funds).
 - c. The cash on hand should be counted at least once a month to assure that no loss has occurred.
7. Cash received for fees, photocopies, etc. are to be kept separate from the petty cash fund and turned over to the County Treasurer on a regular basis.
8. The Finance Office may perform periodic audits of petty cash funds.
9. The Finance Director is authorized to approve establishing petty cash funds.

B. Establishing or Increasing a Petty Cash Fund

1. Each County office must submit a completed Request to Establish or Increase a petty cash fund form to the Finance Office to setup or increase a petty cash fund.
2. A Petty Cash Custodian must be designated for each petty cash fund.
3. A check for the amount of the fund or fund increase will be made payable to the employee designated as the Petty Cash Custodian.
4. The Petty Cash Custodian is responsible for establishing and maintaining the integrity of the petty cash fund.
5. In the event of reassignment or termination of the Petty Cash Custodian, the fund must be reconciled and reimbursed as of the date of the reassignment or termination. A completed Request to Change Petty Cash Custodian form must be submitted to the Finance Office along with the reimbursement.

C. Paying a Petty Cash Claim

1. Employee makes purchases as authorized by departmental rules or policy.

2. Employee presents a valid receipt or other documentation for each disbursement of petty cash. The receipt or documentation must have a description of the item(s) purchased, the purpose, the amount, the date, and the employee's name.
3. Petty Cash Custodian reviews required receipt or documentation and, if in compliance with County Policy, reimburses employee for expenditure.
4. The Custodian may advance to the employee the estimated amount of the purchase on the date of the purchase. A signed note for the advance must be obtained from the employee and retained in the petty cash fund until the advance is returned or applied to a purchase.

D. Reimbursing a Petty Cash Fund

1. There must be a valid receipt or other documentation for each disbursement of petty cash.
2. Attach receipts to a reimbursement request and submit to the Finance Office. The reimbursement must be approved by the program manager or designee. Petty Cash Custodians may not authorize their own reimbursement.
3. Small receipts need to be taped to a sheet of 8½ x 11 paper. More than one receipt may be attached to the sheet of paper, providing all receipts are visible.
4. The total of the reimbursement request must equal the total of the attached receipts.
5. The Finance Office will issue a check to the Petty Cash Custodian in the normal weekly check run. As petty cash funds are reimbursed, the expenditures are recorded in the accounting system.

E. Closing a Petty Cash Fund

1. A memo documenting the request to close the petty cash fund should be submitted with the final reimbursement request to the Finance Office.
2. Any amount remaining in the petty cash fund above the amount of final reimbursement must be deposited with the County Treasurer and credited against the petty cash account.
3. The Finance Office will reconcile the final reimbursement and the amount remaining in the fund with the original fund amount authorized. Any difference will be charged or credited to the department.

B-07: Signature Authorizations

- A. Signature authorizations are required for the approval of expenditures, travel requests, payroll labor approval, and payroll pickup as applicable on the departmental level.
- B. Signature authorization forms must be submitted to the Finance Department.
- C. The number of authorizations per department is limited to five, unless an exception to allow additional authorizations is made by the Board of County Commissioners.
- D. The personnel selected within a department that are to be authorized for signatory responsibilities is left to the discretion of the department director.
- E. If employees are transferred or eliminated, it is the responsibility of the department director to contact the Finance Department to ensure that the form on file is revised or eliminated.

B-08: Purchasing

A. General Policy

1. The County's goal for every purchasing transaction is to procure the highest possible quality of goods and services at the lowest possible cost while maintaining compliance with all applicable rules and regulations. All purchases must further the business of the County and mission of the program.
2. Authority to expend the resources of the County rests with the Board of County Commissioners. This authority is delegated to the Department Head through the annual budget process. However, this delegation does not alleviate the responsibility of the Board of County Commissioners to monitor expenditures to ensure that they are made in accordance with legal requirements and within the parameters set forth at the time the budget was developed, approved by the Budget Committee, and adopted by the Board or amended through the supplemental budget process.
3. Considerable authority has been delegated to the Department Head to make purchasing decisions. This requires that personnel involved in the purchasing process take full responsibility for understanding policies and procedures. Purchases need to be made in the most efficient and cost-effective manner, while utmost consideration should be given to what is in the best interest of the County.

B. Related Policies

All purchases are subject to the policies and laws relating to Approval Authority Thresholds and Conditions (Administrative Policy A-4), Contracting (Administrative Policy C-1), Local Public Contracting Rules (Administrative Policy C-2), and Ethics (Personnel Policy 3.4).

C. Tax Exemption

Josephine County is a political subdivision of the State of Oregon and is tax-exempt under IRS Code section 115. The IRS does not issue tax-exempt certificates to governmental entities. The County is not exempt from food and lodging tax on hotel rooms and restaurant meals.

D. Authority to Purchase

The budget is adopted at the fund level or at the departmental level within fund. The budget authorizes County departments to expend money up to the amount appropriated. All changes in the level of appropriations for funds or departments must be made through the supplemental budget process.

E. Purchasing Method

1. Purchases should be made using the most appropriate method under the circumstances. In general, the methods should be considered in the following order:
 - a. Purchasing Card. See Administrative Policy B-9
 - b. Petty Cash. See Administrative Policy B-6
 - c. Purchasing Contract. For purchases available via State or County price agreement.
 - d. Direct Bill. For appropriate purchases where the vendor will agree to invoice the County directly for goods or services provided.
 - e. Employee Reimbursement. As a last resort only, employees may make the purchase personally and request reimbursement.

2. Discounts

Employees shall take advantage of the maximum discount available that is consistent with

County policy.

3. Year-End Purchases

Purchases that commit to the current year's budget will only be approved for services performed or materials received prior to the end of the fiscal year (June 30).

4. All claims for payment by the County must be brought within one (1) year of the date of service of purchase.

5. Employee Reimbursement

Employee reimbursement requests without adequate documentation will not be paid. All purchases must be supported by itemized documentation that shall be retained for audit purposes. Credit card charge slips are acceptable as support for reimbursement claims if they are sufficiently detailed to permit a proper audit of the transaction. If a receipt is unavailable, a written statement must be provided that specifies expense details and is signed by the employee.

F. Types of Purchases

1. Supplies and Services

a. Break Room Supplies

Use of County funds for purchasing employee break room supplies is not allowed, except in conjunction with the Meals, Refreshments, and Beverages policy herein.

b. Office Supplies

Employees should use the most cost effective source for obtaining office supplies, whether it is the State price agreement or other resource.

c. Computer Hardware and Software

All computer hardware and software purchases must be reviewed and approved by the Information Technology Department prior to the purchase. Department Heads shall ensure that Information Technology has all information necessary to make an informed decision. Information Technology procurement must be based on obtaining the most appropriate hardware, software, and service taking into consideration purchase price, installation costs, compatibility, and maintenance costs. Department Heads are responsible for ensuring sufficient licensing is maintained for all appropriate staff.

d. Legal Services

County Legal Counsel is the legal representative for Josephine County. Other legal services may be used when authorized by the Board of County Commissioners.

2. Food and Beverages

a. Alcoholic Beverages

Use of County funds for purchasing alcoholic beverages is prohibited.

b. Hosting Groups and Guests

Expenditures for meals, snacks, beverages, etc. may be approved by the Department Head when, in the course of employment, they serve as host for non-employee guests of the County or for a non-employee group, paying for expenses such as meals, refreshments, or transportation. An annual recognition dinner for volunteers is considered a legitimate County business purpose under the guidelines of this policy. In these cases, reimbursement for the full amount of reasonable expenses may be authorized by the Board Chair, as provided in other policies herein. In addition to an itemized receipt, documentation must include a list of

attendees and purpose of the event.

c. Meals, Refreshments, and Beverages.

- i. Meals include food more than refreshments. Refreshments include pastries, snacks, and beverages. Beverages include coffee, tea, soda, juice, and water.
- ii. Meetings are defined as an assembly of persons to discuss business, relate information, instruct employees, or similar purpose. An interdepartmental meeting requires persons from two or more departments.
- iii. County funds may only be used for meals, refreshments, or beverages as follows:

a. Employee Recognition Awards

County Departments, with approval from the Board Chair, may honor employees with a reception or social gathering that provides refreshments for outstanding achievements, length of service, promotions, or retirement

b. Interdepartmental or Interagency Meeting

County Departments may pay for meals when a planned interdepartmental or interagency meeting is called for a specific purpose and the meeting has a formal written agenda with the meal(s) included as part of the agenda. A meeting may be scheduled through the meal period when it is necessary to do so in order to complete the agenda during the workday. It is not appropriate to pay for meals when the meeting starts less than one hour before or ends less than one hour after the mealtime. The meal's full cost shall be paid by the County when it is outside the employee's control. When the employee can order from a menu and control the cost, reimbursement is limited pursuant to Personnel Policy 8.2(E).

c. Mandatory Professional Development/Training

A single County Department may pay for meal(s) when a mandatory, planned professional development/training is deemed necessary. A formal written agenda with meal(s) included is required. The total cost may not exceed the budgeted training fund and must stay within the US General Services Administration (GSA) guidelines at standard rates for the region. Professional development or training may be scheduled through the meal period or overnight, with accommodation according to the travel policy when it is necessary to do so to complete the agenda. It is not appropriate to pay for meals when the training starts less than one hour before or ends less than one hour after the mealtime.

d. Beverages at Meetings

County Departments may pay for beverages at meetings.

3. Gratuities

Except as provided herein, tips are considered personal expenses and are not reimbursable. Tips on meals will be reimbursed only in the following circumstances:

- a. Up to the meal GSA rate, for the combined amount of the meal and tip not to exceed 18%; or
- b. Where the tip is included on the itemized bill, payment of the tip is not optional, and the amount of the tip is not within the employee's discretion.

4. Conferences and Workshops

Conferences and workshops should be self-supporting through grants, contracts, and/or

participant fees whenever possible.

5. Awards, Flowers, and Contributions.

a. Employee Recognition

Departments may honor employees for outstanding achievements, length of service, promotion, and retirement. The following non-cash awards are appropriate recognition:

- i. Certificate of Service
- ii. Letter of Commendation
- iii. Plaque, pin, trophy, or similar memento
- iv. Reception or similar social gathering in the employee's honor. Where a reception includes a meal, persons other than the honoree and their spouse or guest shall pay for their own meal.

b. Flowers

Flowers are generally not proper expenditures of County funds, unless they are purchased in conjunction with legitimate County business. Acceptable flower expenses include: use at County conferences and workshops, employee recognition awards, and similar events. Sending flowers on behalf of the County is not an appropriate expenditure.

c. Contributions

County funds shall not be used for voluntary contributions or donations.

6. Miscellaneous

a. Emergency Purchases

Purchases by employees which exceed amounts authorized by County policy may be authorized by the Board Chair or on-call Commissioner only when a verifiable emergency exists.

b. Cancellation Charges

Costs resulting from cancellation of an order shall be charged against department funds.

c. Interest and Late Fees

Interest and/or late fees on overdue accounts are authorized and may be paid when the vendor presents an invoice for the late payment charge.

d. Memberships and Dues

Membership fees or dues for governmental and professional organizations must be approved by the Department Head. The following basic guidelines should be considered when authorizing memberships:

- i. Membership should benefit the County as an organization, as opposed to the individual.
- ii. Membership in an organization made up of public officials and administrators is generally considered a benefit to the County.
- iii. Membership in an organization closely related to an employee's job duties is considered a benefit to the County due to various factors including knowledge gained and publications received.
- iv. Membership in a civic organization, such as Rotary, Kiwanis, Lions, etc., is not paid for by the County.

- v. Membership in an association devoted primarily to a profession such as law, accounting, or medicine, may be paid if membership is a condition of employment.

B-09: County Purchasing Cards

A. Definitions

"Blocked Merchant Category" means a category or listing of merchants or products from which use of the Purchase Card is prohibited (e.g. tobacco products, alcoholic beverages, and cash advances).

"Card Issuer" means the bank with whom Josephine County has contracted for the issuance of Purchase Cards.

"Cardholder" means an employee of Josephine County to whom a Purchase Card is issued.

"Default Account" means the account or appropriation code assigned to a Purchase Card.

"Department" means all County offices, departments, divisions, and programs that have budget authority granted through the annual budget process.

"Department Head" means Elected Officials and those County employees appointed by the Board of Commissioners to manage a County Department.

"Documentation" means a merchant-produced record of relevant information of items purchased, including quantities, description of what was purchased, date of purchase, individual costs, total cost, and the merchant's name and address. Records include receipts, invoices, original sales slips, telephone order records, or itemized packing slips.

"P-Card Administrator" means the employee in the County Finance Office assigned to oversee the Purchase Card Program.

"Merchant Category Code" means a unique code assigned to a specific group or type of merchant (e.g. 5044 Business Supply, 5734 Computer Software Stores, 5812 Food Restaurants).

"Purchase Card Limit" means the limitation of purchasing authority assigned to a cardholder for charges made with the Purchase Card. The limitation may be based on dollar limits per item, per transaction, or per time period.

"Reconciler" means the employee designated by the Department Head who is responsible for entering the reconciliation information into the County financial system and for monitoring proper use of Purchase Cards within their department.

B. Purchase Card

The Purchase Card is a credit card with purchase limits set by the County. The Purchase Card limits are based on the dollar amount of the purchase, the number of transactions, or the type of purchase made. Additionally, Purchase Cards are prohibited for use with certain categories of merchants. If the Cardholder attempts to use the Purchase Card beyond the Purchase Card Limits or at any of the merchants included in the blocked categories, the purchase will be declined.

C. Issuance to Cardholders

1. Purchase Cards shall be issued to employees who are authorized to make purchases on behalf of the County. The Department Head shall select the appropriate Cardholder(s) for their departments.
2. The P-Card Administrator shall provide instructions for Cardholders and Reconcilers. Prior to receiving a Purchase Card, Cardholders shall read and sign the "Cardholder Agreement" and adhere to the requirements outlined. The P-Card Administrator shall keep a copy of each signed form.

D. Cardholder Responsibilities

1. Cardholders are responsible for the security of their card and the transactions made with their card. The card is issued in the Cardholder's name and it will be assumed that any purchases made with the card will have been made by the Cardholder. The Purchasing Card must be treated with the same care as with personal credit cards and should be maintained in a secured location and the account number carefully guarded.
2. Cardholders have a responsibility to purchase ethically, fairly, and without conflict of interest; to seek the best value; to purchase only necessary items; to determine that the price is fair and reasonable by comparing alternative sources; and to avoid firms or individuals who are prohibited from Contracting with Josephine County.

E. Purchase Card Limits

Purchase Card Limits and allowed or disallowed merchant categories for each Cardholder shall be established by the P-Card Administrator based upon the recommendation of the Department Head and approved by the Finance Director. Generally, Purchase Cards will have a \$1,000 single-transaction limit and a \$2,500 monthly limit. Exceptions to Purchase Card Limits or Blocked Merchant Categories may be granted by the P-Card Administrator on a limited basis upon a showing of sufficient justification or extenuating circumstances.

F. Purchases

1. Cardholders may purchase items or authorize purchases on behalf of Josephine County in accordance with this policy and subject to the policy regarding County purchasing (Administrative Policy B-8). A Purchase Card may not be used for:
 - a. Any item exceeding the single purchase limit, without necessary approvals;
 - b. Any merchant, product, or service normally considered to be inappropriate use of County funds;
 - c. Personal service contracts/consultants (1099-reportable services), unless approved by Finance in advance;
 - d. Capital equipment/fixed assets (Administrative Policy B-10)
 - e. Cash advances
2. Purchases shall not be separated into multiple transactions to avoid purchasing limits or Purchase Card Limits
3. If a purchase is declined in error, the Cardholder should contact the P-Card Administrator for assistance.

G. Documentation

1. Cardholders shall maintain documentation of all purchases made with the Purchase Card. Cardholders shall provide the Reconciler with their documentation immediately, or not more than five (5) days after receiving the monthly billing statement in order for the Reconciler to reconcile the monthly billing statement.
2. If documentation is lost before it can be provided to the Reconciler, Cardholders must complete a Missing Receipt Affidavit and submit that in lieu of merchant- provided documentation. Excessive missing receipts may result in the loss of PCard access.
3. Any items which have been purchased with the Purchase Card and which have been returned must also be supported by documentation. Credits for returns must be made in the form of a credit on the Purchasing Card, not in cash or any other form.

4. Cardholder shall provide additional information about any specific purchase upon request and assist in the monitoring or audit of Purchase Card use.

H. Reconciliation and Payment

1. The Finance Department shall remit payment of the full amount of the County purchasing card statement immediately upon receipt in order to receive the best rebate available.
2. As soon as the reconciliation workflow is available, the Reconciler shall enter the description and code for each Purchase Card transaction and upload the associated documentation into the County financial tracking system. Reconciliation must be completed no later than the 20th of each month.
3. Once the Reconciler has completed the reconciliation, the Finance Purchase Card Administrator shall review cardholder purchases. If the Finance Purchase Card Administrator finds insufficient documentation, they shall contact the Reconciler and/or Cardholder for further information. If improper charges or procedures are found, the P-Card Administrator shall inform the Finance Director. If the Finance Director agrees that charges or procedures were improper, they will contact the Department Head to resolve the issue.

I. Default Account Codes

The Department Head shall assign default account codes for purchases. The Reconciler may reallocate the default account codes for allocation to the General Ledger.

J. Billing Errors or Disputes

Cardholders shall notify the Reconciler of any returns, disputed items, or billing discrepancies as soon as possible after discovery. The Reconciler shall promptly notify the P-Card Administrator.

K. Monitoring & Audit of Purchase Card Activity

1. All Purchase Card activity is subject to review and audit by the Finance Office and the County's independent auditing firm.
2. The Reconciler shall monitor Cardholder purchases during the month to ensure that the Purchase Card is being used in accordance with County policies. The Reconciler shall immediately notify the Department Head and the P-Card Administrator upon the occurrence of any of the following events:
 - a. The Purchase Card is used for personal or unauthorized purposes;
 - b. The Purchase Card is used by an unauthorized person or agency;
 - c. A Cardholder separates transactions to avoid Purchase Card Limits;
 - d. A Cardholder fails to provide adequate documentation for purchases;
 - e. A Cardholder fails to provide, when requested, additional information about any specific purchase; or
 - f. A Cardholder fails to act in accordance with Purchase Card policies and procedures.
3. The Finance Director or designee shall provide administrative oversight of the Purchase Card program, and shall ensure that appropriate procedures for implementing, processing, and auditing Purchase Cards are in effect. The Finance Director shall promptly inform the Board of Commissioners of any concerns or issues regarding the Purchase Card program.
4. The P-Card Administrator shall monitor Department and Cardholder compliance with County policies and shall report lost, stolen or fraudulent use of Purchase Cards to the Finance Director

and Risk Manager. Additionally, the P-Card Administrator shall assist the Finance Director in overseeing the Purchase Card program and in updating Purchase Card procedures as necessary.

L. Cardholder Liability

The Purchase Card is a corporate card that will not affect the Cardholder's personal credit. It is the Cardholder's responsibility to ensure that the Purchase Card is used in accordance with County policies and procedures. Failure to comply with County policies and procedures may result in the revocation of Purchase Card privileges and further disciplinary measures up to and including termination of employment.

M. Lost or Stolen Purchase Cards

1. If a Purchase Card appears to be lost or stolen, the Cardholder shall immediately report this to the Card Issuer. It is very important that the Cardholder notify the Card Issuer immediately, since there is no limit to the County's liability for charges made on a lost or stolen card until it is reported.
2. The Cardholder shall also notify the Department Head and the P-Card Administrator at the first opportunity during business hours. The P-Card Administrator will then notify the Finance Director and will notify the Card Issuer in writing to either block or cancel the Purchase Card.
3. If a Purchase Card is found after it has been reported lost or stolen, and after a new Purchase Card has been issued, the Cardholder must destroy the recovered card by cutting it in half. The Cardholder shall then forward both card halves to the P-Card Administrator for disposal.

N. Canceling the Purchase Card

The Reconciler shall immediately notify the P-Card Administrator and turn in the Purchase Card if the Purchase Card is no longer required by the Cardholder, or if the Cardholder terminates employment.

O. Department Policies

The Department Head shall establish appropriate procedures within their departments for the implementation, management, and supervision of the Purchase Card program.

B-10: Capital Assets

A. County Assets

1. Ownership of all County assets belongs to Josephine County. Departments and offices do not own assets. The Board of County Commissioners ultimately has the final responsibility for the care and custody of the County's assets.
2. The Board of County Commissioners has delegated to Elected Officials and Department Heads the responsibility of ensuring that the County's assets are accounted for and classified properly and accurately in their accounting records. Department Heads and Elected Officials are responsible for maintaining sufficient internal controls to prevent the loss or destruction of County assets.

B. Definitions

1. "Capital Asset" – any major tangible asset that has a useful life of one or more years and costs \$10,000 or more. Assets held primarily for resale are not considered capital assets. Examples of capital assets include land, easements, buildings, improvements to buildings, infrastructure, vehicles, and major equipment.
2. "Land" – includes easements, right of ways, and non-depreciable land improvements. This includes the purchase price and costs incurred to get the land in condition for its intended use, such as legal fees, title fees, surveying costs, appraisal and negotiation charges, site preparation and excavation costs (clearing, filing, and leveling) and similar costs. If land is purchased as a building site, demolition costs to remove existing buildings are added to the cost of the land. Land purchased for resale is accounted for as inventory. Land acquired by donation is recorded on the accounting system at its fair market value at the time of donation. Land is not depreciated.
3. "Land improvements" – permanent improvements, other than buildings, that add value to land. Examples include fences, gates, retaining walls, pedestrian bridges, sidewalks, paved paths, parking lots, lighting, irrigation systems, septic systems, swimming pools, fountains, signage, kiosks, and landscaping.
4. "Buildings" and "Building Improvements" – permanent structures and improvements to structures normally used to house people or property. Fixtures attached to and forming a permanent part of a building shall be included in the cost. The cost of an addition or improvement to an existing building shall be capitalized. The cost of normal repairs shall not be capitalized; it shall be expensed. An addition or improvement either enhances a building's functionality (effectiveness or efficiency), or it extends a building's expected useful life. When constructing a new building on land owned by the county, the cost to demolish an existing building must be included in the cost of the new building.
5. "Infrastructure" – assets that are long-lived, normally stationary in nature, and normally preserved for a significant number of years. Examples of infrastructure assets include roads, bridges, tunnels, water and sewer systems, and lighting systems. Buildings are not considered infrastructure unless they are an ancillary part of a network of infrastructure assets, such as road maintenance shops associated with a roadway system.
6. "Motor vehicles" – cars, trucks, vans or other motorized vehicles used in agency operations.
7. "Equipment and Machinery" – tangible property of a permanent nature used in department operations. Examples include machinery, tools and equipment.
8. "Construction in Progress" – represents temporary capitalization of labor, materials, and overhead costs of a construction or capital improvement project undertaken but not yet completed. When the project is completed (ready for its intended use) costs shall be reclassified

to the appropriate assets class of Buildings, Infrastructure, etc. Depreciation shall not begin until the asset is placed in service.

9. "Works of Art and Historical Treasures" – include items held as individual items or in a collection. Examples include paintings, sculptures, and historical documents or artifacts. Items in this classification usually have extraordinarily long lives and are not depreciated. However, items whose useful life is diminished by display, educational, or research purposes shall be depreciated over their useful life.

C. Capital & Non-Capital Assets

1. Capital Asset

Capital assets purchased from proprietary funds or fiduciary funds must be accounted for in that fund. Capital assets purchased from governmental funds shall be accounted for in the general government fund. Capital assets purchased with federal or state funds shall be reviewed on a case by case basis. Capital assets acquired by donation or seizure shall be recorded at estimated fair market value in the appropriate fund. A Capital Asset Inventory Form must be completed and given to Finance for all acquired assets.

2. Capital Asset Value

Capital assets shall be recorded at cost when purchased. Cost includes ancillary charges necessary to place the asset into use. Ancillary charges include costs that are directly attributable to acquisition of an asset, such as freight and handling, insurance while in transit, site preparation, and assembly or installation costs necessary to get the asset in its intended condition or location.

3. Capital Asset GL Code

When capital assets are purchased, departments shall choose the capital outlay GL Code that best matches the type of asset acquired.

4. Non-Capital Asset

Property with a unit cost of less than \$10,000 and a useful life of at least one year is considered a non-capital asset and shall not be capitalized. Non-capital assets shall be expensed in the fiscal year they are purchased.

5. Non-Capital Asset GL Code

When non-capital assets are purchased, departments shall choose the Materials and Supplies GL Code that best matches the type of property acquired.

6. Custodial Asset

A non-capital asset tracked by departments, at their discretion, for proper asset management in accordance with public stewardship, risk, and internal control concerns. The department must pay particular attention to assets that are susceptible to theft or misuse, such as computers, cameras, and hand tools. Each asset must be marked or identified as property of Josephine County. Custodial assets shall not be reflected in the county's accounting records as an asset since they are expensed, not capitalized.

7. Additions or Improvements to Existing Capital Assets

Cost of a capital asset shall include the cost of any subsequent additions or improvements, but shall exclude the cost of repairs. An addition or improvement either extends the assets expected useful life or enhances its functionality, effectiveness, or efficiency.

8. Annual Inventory

A physical inventory of the county's capital assets shall be taken at least annually by departments to physically verify all items listed on the Property Ledger.

Discrepancies between the physical inventory and the property ledger shall promptly be investigated by the Department Head or Elected Official.

9. Certification

At fiscal year end, the Finance Department shall distribute an inventory list of all capital assets that are assigned to each specific department. Each Elected Official and Department Head shall certify that an annual physical inventory has been conducted and that all items on the property ledger are still within their office or department.

10. Construction

The cost of capital assets acquired through construction shall include all costs required to construct the asset and get it ready for its intended use. These costs may include architect fees, materials, labor, subcontractor fees, and other similar expenses.

11. Disposal of Assets

When capital and non-capital assets wear out, become obsolete, or are no longer needed within a department, they shall be disposed of according to Josephine County Ordinance 76-8, as amended, and/or Administrative policy E-8. A Capital Asset Inventory Form must be completed and submitted to Finance and the Board of County Commissioners for all disposed capital assets.

12. Gain or Loss on Sale of Capital Asset

When a proprietary or fiduciary fund sells a capital asset, the difference between the remaining book value and the proceeds received on the sale represents a gain or loss and must be recorded in that fund's accounting records. When general capital assets are sold, the proceeds from the sale are recorded as an adjustment to depreciation expense as long as the amount is not significant.

13. Property Tags

Each department must permanently affix a prenumbered property identification tag to or inscribe the number on each movable capital asset that is not otherwise tracked by GPS, VIN or serial number when it is received by the department. Prenumbered tags will be provided by the Finance Department.

14. Property Ledger

All capital assets owned by the County are recorded in the County's accounting software maintained by the Finance Department. Each department is required to complete the Capital Asset Inventory Form notifying Finance whenever a capital asset is acquired, transferred, or disposed so that the property ledger can be updated.

15. Reconciliations

Capital outlay expenditures must be reconciled to additions to the property ledger each year. This is to ensure capital outlay expenditures agree to the amount of assets capitalized and added to the general ledger.

16. Trade-In of Capital Asset

When a trade-in allowance is given by the seller, the cost of the new asset shall be recorded at the amount of cash paid plus book value (cost less accumulated depreciation) of the asset being traded-in.

17. Transfer of Capital Asset

When capital assets are transferred from one county department to another, the transferring department shall notify the Finance Department by filling out the Capital Asset Inventory Form.

18. Audit Compliance

The County, and all Department Heads, shall ensure compliance with ORS Chapter 297 and/or 2 CFR 200.

D. Annual Inventory of Capital Assets

1. Each department shall conduct a physical inventory of all capital assets on an annual basis.
2. The Finance Department shall distribute an inventory report and instructions to departments no later than July of each year.
3. Department staff are responsible for physically locating each item on the inventory report and verifying that each item has a property tag affixed to it.
4. Department staff conducting the physical inventory should note on the inventory report any information needed to make the list accurate and complete, including:
 - a. Updating description, location, model, serial number, etc.
 - b. Describing a capital asset that does not appear on your inventory list
 - c. Noting an asset has been disposed or transferred
 - d. Noting an asset is lost or missing
5. The responsible Department Head or Elected Official shall certify that the assets listed on the inventory report (as updated by staff) are still within the assigned office or department.
6. Departments shall certify their inventory list with Finance by the due date specified in the instructions. The Finance Department shall update the property ledger to reflect changes requested.

E. Capital Asset Inventory Form

1. The Capital Asset Inventory Form to be used by departments is available from the Finance Department each year.
2. All capital assets acquired, transferred to another department, or disposed of must be reported to the Finance Department using the Capital Asset Inventory Form within 30 days of the event.

F. Depreciation

1. The purpose of recording depreciation is to allocate the cost of an asset over its useful life in a systematic manner. Depreciation expense is an important part of the income determination process and shall be recorded and reported in the appropriate proprietary fund, fiduciary fund, and in the general government reporting fund.
2. Capital assets, including infrastructure, shall be depreciated over their estimated useful lives unless they are considered inexhaustible. If the useful life of certain works of art and historical treasures are not diminished by use, they shall be considered inexhaustible and not depreciated. Land shall not be depreciated.
3. The County shall use the straight-line method of depreciation for all capital assets. Under the straight-line method, the cost less salvage value of the capital asset shall be allocated evenly over its estimated useful life. Salvage value is the expected residual value of an asset at the end of its useful life. Salvage value may be ignored in the calculation of depreciation if it is estimated at less than ten percent of the asset cost. Generally, equipment shall be considered to have no salvage value.

4. Standard useful life ranges recommended for each asset classification are taken from the Oregon Accounting Manual. An appropriate useful life shall be determined for each asset using professional judgment considering the asset's present condition and how long it can meet service demands.

G. Leases

1. When the County enters an agreement to finance the right to use an underlying asset to or from an entity outside of the County, the asset and lease shall be accounted for according to this policy. For the purpose of classification, the County will have the following classifications of leases:
 - Cell towers
 - Regulated
 - Land
 - Residential real property
 - Commercial real property
 - Equipment
2. The County establishes materiality of a lease as:
 - a. Greater than a 12 month term
 - b. An annual lease payment greater than \$25,000; OR a value of the underlying lease asset greater than \$75,000. Value of the underlying asset is only used when the County acts as Lessor.
 - c. \$1 leases are excluded, regardless of the value of the underlying asset.
3. Timber contracts are not deemed to be lease contracts under GASB 87. Nor are Parks and Fairgrounds concession or event agreements, even if multiple year. Regulated leases at the Airports are excluded by the standard language.
4. Assessment of leases shall be made at the beginning of each lease. Leases originate in Legal, and should be reported to both Property Management and Finance. Property Management is tasked with keeping the listing of both the leases and the underlying assets of all real property leases including cell towers, hangars, land, residential and commercial real property. Finance is tasked with maintaining the listing of all equipment leases.
5. Like Capital Assets, lease accounting spreadsheets will be prepared by accountant level staff.
6. Listings must include:
 - Lease classification
 - Description of asset being leased
 - Value of asset being leased (if County is Lessor) net of accumulated depreciation
 - Terms of lease , including (1) the basis, terms, and conditions on which variable payments not included in the measurement of the lease liability are determined and (2) the existence, terms, and conditions of residual value guarantees provided by the lessee not included in the measurement of the lease liability. Reassess term if unexpected option to extend is exercised/not exercised. Remeasure for amendments.
 - Amount and timing of lease payments
 - Any variable payment possibilities within the lease terms, residual value payments or lease incentives
 - Implicit or implied interest rate, calculated by Finance

- Present value of lease payments, calculated by Finance
 - Any payments received at or before commencement of the lease term that relate to future periods
 - Revenue recognized during period, as well as expected future minimum payments for each of the subsequent 5 years, and in five-year increments thereafter. Disclose any amount greater than the minimum payment due
7. Leases will be reviewed in light of current GASB reporting requirements at an annual meeting between Legal and Finance. Calculations and journal entries as well as footnote will be prepared by staff accountant and reviewed by the Finance Director or their designee before inclusion in the CAFR.

H. Subscription-Based Information Technology Arrangements (SBITA)

1. Josephine County will follow the Governmental Accounting Standards Board (GASB) guidelines for GASB-96, or its successor, when classifying Subscription-Based Information Technology Arrangements. GASB-96 establishes a definition for SBITAs and provides uniform guidance for accounting and financial reporting. A SBITA is defined as a contract that conveys control of the right to use another party's IT software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction. All Software Contracts meeting GASB-96, or its successor, criteria must report a liability and an intangible right to use asset as of July 1, 2022. Additionally, essential information about the arrangement must be disclosed on the financial statements.

2. SBITA Exclusions

The following are excluded from classification as a SBITA:

- a. Contracts under the County's established materiality threshold of \$25,000 annually and \$75,000 in aggregate.
- b. Standalone IT Support/ Maintenance service contracts that do not include the right to use an underlying IT asset.
- c. Contracts that convey control of right to use IT software and tangible assets that meet the definition of a lease in GASB Statement 87, where the software component is insignificant compared to the cost of the underlying tangible capital asset (for example, a computer with operating software or a smart copier that is connected to an IT system).
- d. Contracts that meet the definition of a public-e-public partnership and availability payment arrangements in GASB Statement 94.
- e. Licensing arrangements that provide a perpetual license to governments to use a vendor's computer software, which are subject to GASB Statement 51. A perpetual agreement gives the buyer the right to use the software for an indefinite amount of time (in perpetuity).
- f. Contracts with a term of twelve (12) months or less.
- g. Governments that provide the right to use their IT software and associated tangible capital assets to other entities through SBITAs.
- h. The County will have an annual review of the agreement to determine if needed and funding available to purchase.
- i. The agreement does not renew automatically without a newly signed agreement from the County.

- j. The agreement had been paid as a one-time payment for one year.
- k. The County will not continue the agreement into the future.

3. SBITA Procedure

If the contract is determined to be a SBITA, the contract will be coded to the SPITA subscriptions GL account. A copy of the fully executed contract will be maintained by the Finance department and recorded using GASB 96, or its successor, reporting templates. All SBITAs financial information are reported to the Auditors annually to be disclosed on the financial statements.

B-11: Reimbursement for DPSST Costs

A. General Policy

When an employee who is employed in a Deputy Sheriff or Parole and Probation Officer position voluntarily leaves employment with the County and is subsequently employed by a different governmental agency in a position that requires the same training as required for the position with the County, the County shall seek reimbursement from the subsequent employing governmental agency for qualifying expenses incurred.

B. Definitions

“DPSST” refers to the Department of Public Safety Standards and Training, which is the agency responsible for setting standards, certification, and training requirements for public safety professionals in Oregon.

“Qualifying expenses” means the total amount of salary and benefits that Josephine County paid by County to a Deputy Sheriff or Parole and Probation Officer while they participated in basic training, including compensation for time spent in a DPSST- approved training, up to the statutory limits of allowable training or fieldwork costs that can be reimbursed, as prescribed by ORS 181A.620.

“Voluntarily Leaves Employment” means an employee who resigns or terminates their employment with Josephine County of their own accord, not as a result of retirement, termination for cause, or other involuntary separations.

C. Requirements

1. Josephine County shall request reimbursement from a subsequent employing governmental agency pursuant to the reimbursement schedule adopted in ORS 181A.620(3).
2. When making employment decisions, the hiring authority may not take into consideration the possibility that the reimbursement of qualifying costs will be required if a particular applicant is employed.
3. Employees who voluntarily leave employment shall comply with Personnel Policy 4.7(C)(1)(a).
4. If any term or provision of this policy contradicts any term or provision of any Collective Bargaining Agreement, the term or provision of the Collective Bargaining Agreement shall prevail

Article C – Contracting & Procurement

C-01: Contracting

A. General Policy

Unless otherwise authorized by ordinance, Department Heads may sign contracts within the thresholds established by Administrative Policy A-4. All contracts must comply with all existing county policies, ordinances, and rules, as well as state and federal statutes and administrative rules. Contracts that have been signed without conforming to this policy are not binding on the County.

B. Definitions

“Contract” – means any agreement to which the County is a party. Contracts include, but are not limited to: Intergovernmental Agreements, Memoranda of Understanding, grant agreements and contract amendments.

“Contract Value” – means the total amount of money paid or estimated to be paid under a contract, whether paid to or by the County, over the entire term of the contract.

“Department Head” – means Elected Officials and those County employees appointed by the Board of Commissioners to manage a County Department.

“Primary Contact” – means the Commissioner selected by the Board of County Commissioners to be the primary contact between the full Board of Commissioners and a County Department.

“Intergovernmental Agreement (IGA)” – means contracts with other governmental entities.

“Registered Entity” – means any form of business that is formally registered with the Oregon Secretary of State and is currently in good standing with that agency.

C. Contract Review

1. Related Policies

The approval thresholds established by Administrative Policy A-4, Local Public Contracting Rules (Administrative Policy C-2), and Insurance Requirements (Administrative Policy C-3) apply to all contracts.

2. Prior to approving contracts or releasing sample contracts, Department Heads must obtain confirmation of review from the Legal Counsel’s office unless specifically exempted herein. Contracts that are exempt from Legal Review include, but are not limited to:

- a. Work Orders and Change Orders that are made pursuant to an approved Master Agreement;
- b. Contracts below \$10,000 in value for the temporary use of County property or facilities, and that are drafted on unaltered template forms that Legal Counsel has approved within the preceding three (3) years;
- c. Contracts for the use of Fair or Parks facilities that are drafted on unaltered template forms that Legal Counsel has approved within the preceding three (3) years;
- d. Contracts for the lease of airport hangars that are drafted on unaltered template forms that Legal Counsel has approved within the preceding three (3) years.

3. Software and Technology Contracts

- a. Contracts for the purchase of technological hardware or software must also be reviewed by the IT Director, or their designee, prior to approving the contract.
- b. All notifications of updates to software terms and conditions shall be forwarded to County Legal

Counsel upon receipt.

4. Eligible Contract Recipients

Contracts can be made only with individual persons or Registered Entities that have not been debarred. Contracts will debarred persons or entities shall be deemed null and void, regardless of whether the debarment occurred prior to contracting or during the course of the contract.

5. Digital signatures may be used, unless expressly prohibited by law or the contract.

6. All fully executed contracts must be provided to the County Finance Office for auditing purposes.

7. Notice

Notice is hereby given that any person who signs a contract that exceeds that person's signing authority may be held personally responsible for any and all contract liability. The Board of Commissioners expressly reserves the right to repudiate any contract that is signed outside the scope of any individual signing authority.

D. Contract Management & Approval

1. A Contract Manager shall be identified for each contract, and shall be the point of contact regarding the agreement. The Contract Manager shall be responsible for monitoring execution, expiration, renewals, and amendments, and for obtaining or providing any insurance certificates.

2. All contracts should be entered into the Finance system and a contract number obtained prior to submission for legal review. The contract number should be identified on or in the contract whenever possible.

3. When submitting a contract for legal review, the Contract Manager and contract number must be identified.

4. Contract review submissions should include a document review request form, including any relevant background information, the purpose of the agreement, and a date by which the review is needed.

5. All contracts should be submitted to Legal Counsel in a document format that allows changes to be tracked. Drafts may then be watermarked and have a header or footer with the document title, draft date, and version. Not all drafts need to be retained, but drafts bearing substantive revisions shall be retained pursuant to public records laws.

6. Legal Counsel will review the submission as soon as possible, most within two (2) weeks. Certain contracts may take additional time. Legal Counsel will provide revisions and/or feedback on the proposed document.

7. If a department does not agree with or want to incorporate Legal Counsel's revisions or feedback, both versions of the document should be submitted to the Board of County Commissioners. If the other party/parties to the contract does not agree to the proposed revisions, the opposition will be discussed with the Board of Commissioners.

8. When a Department Head presents a contract to the Board of Commissioners for approval, it should be disclosed if there is a related party involved. Questions regarding a related party should be directed to the Finance Director and/or Legal Counsel.

9. The Board of Commissioners may assign the Contract Manager, Legal Counsel, Property Manager, or other employee to engage in contract negotiations pursuant to direction from the Board.

C-02: Local Public Contracting Rules

A. Purpose

These rules implement the State's policy of maximizing the purchasing power of public funds by promoting impartial and open competition to all qualified bidders, and by using procurement methods that best suit the needs of the County. These Local Rules shall be interpreted to authorize the full use of all contracting powers and authorities described in ORS Chapters 279A, 279B and 279C. These Rules replace the Josephine County Local Public Contract Review Board Rules adopted by Resolution 2005-017.

The provisions of Administrative Policy A-4 regarding signing authority thresholds apply to all purchases, and the provisions of Administrative Policy C-1 apply to all contracts.

B. Local Contract Review Board

Pursuant to ORS 279A.060, the Josephine County Board of Commissioners is designated as the Local Contract Review Board ("LCRB" or "Board") under the Public Contracting Code, and reserves all rights and authority of a Contract Review Board under state law, and has all powers including, but not limited to, the following:

1. Exemptions: Approving the use of special solicitation methods or exemptions from public contracting rules for a specific contract or for certain classes of contracts. Such exemptions shall be made by Order of the Board.
2. Waiver of Bonds: Approving the partial or complete waiver of the requirement for a performance or payment bond for construction of a public improvement.
3. Appeals: Hearing properly filed appeals of determinations of prequalification or debarment.
4. Rulemaking: Adopting additional contracting rules under ORS 279A.065 and ORS 279A.070.

C. Model Rules

Except as provided in these Rules or by order of the LCRB, the LCRB adopts the Attorney General's Model Rules for Public Contracting (OAR Chapter 137, Divisions 46, 47, 48, and 49) and the Oregon Public Contracting Code (ORS Chapters 279A, 279B, and 279C), as they now exist and as they may be amended in the future, as the rules of procedure for Public Contracting.

D. Definitions

1. "Consultant" means an Architect, Engineer, Photogrammetrist, Transportation Planner, or Land Surveyor. (OAR 137-048-0110(1))
2. "Contract price" means the total amount of money anticipated to be paid under the contract, either to or from the County, including any anticipated change orders or amendments.
3. "Cooperative Procurement" means a procurement conducted on behalf of more than one government body, such as multiagency agreements and price agreements. (ORS 279A.200(1)(b))
4. "Direct Appointment" means selecting a contractor without competition, based on any information available to the Solicitation Agent at the time of the selection. (OAR 137-048-0200)
5. "Emergency" means circumstances that could not have been reasonably foreseen; that create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety, and that require prompt execution of a contract to remedy the condition. (ORS 279A.010(1)(f))
6. "Goods" includes any combination of supplies, equipment, materials, and personal property, including any tangible, intangible, and intellectual property, rights, and licenses for such goods.

(ORS 279A.010(1)(k))

7. “Grant” means an agreement where a contracting agency receives or provides money, property, or other assistance to support a program or activity, and in which no substantial involvement by the grantor is anticipated other than monitoring compliance with the grant conditions. (ORS 279A.010(1)(k))
8. “Informal Solicitation” or “Intermediate Solicitation” means the intermediate solicitation process where the Solicitation Agent obtains three (3) price quotes. (ORS 279B.070, ORS 279C.412, OAR 137-049-160)
9. “Invitation to Bid” or “ITB” means a formal solicitation process where the selection is based on the price of the lowest responsive bidder. (OAR 137-047-0255)
10. “Person” means a person, a licensed business entity registered with the Secretary of State, a public body, or any other entity with legal capacity to enter into a contract. (ORS 279A.010(1)(t))
11. “Personal Services” mean services that require special training, education, certification, skill, experience, technical, or creative skills or talents, unique or specialized knowledge, or the exercise of judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Personal services include, but are not limited to, the services of architects, engineers, photogrammetric mappers, transportation planners, land surveyors, appraisers, attorneys, auditors and other licensed professionals, as well as artists, designers, computer programmers, performers, consultants, instructors, trainers, counsellors, and property managers. (ORS 279C.100(5))
12. “Prevailing Wage Rate” means the rate of wage, including all fringe benefits, that the Commissioner of the Bureau of Labor and Industries determines in accordance with ORS 279C.815. (ORS 279C.800(4))
13. “Public Contract” means a sale or other disposal, or a purchase, lease, rental or other acquisition by the County of personal property, services, personal services, public improvements, public works, minor alterations, or ordinary repair or maintenance necessary to preserve a public improvement. “Public contracts” do not include grants. (ORS 279A.010(1)(z))
14. “Public Improvement” means a project for construction, reconstruction or major renovation on real property by or for the County. “Public improvement” does not include:
 - a. Projects for which no funds of the County are directly or indirectly used, except for participation that is incidental or related primarily to project design or inspection; or
 - b. Emergency work, minor alterations, ordinary repair, or maintenance necessary to preserve a public improvement. (ORS 279A.010(1)(cc))
15. “Quote” means a price offer made in response to an Informal Solicitation for bids.
16. “Related Services” means personal services, other than architectural, engineering, photogrammetric mapping, transportation planning or land surveying services, that are related to planning, designing, engineering or overseeing public improvement projects or components of public improvement projects, including but not limited to: landscape architectural services, facilities planning services, energy planning services, space planning services, hazardous substances or hazardous waste or toxic substances testing services, cost estimating services, appraising services, material testing services, mechanical system balancing services, commissioning services, project management services, construction management services and owner’s representation services or land-use planning services. (ORS 279C.100(8))
17. “Request for Proposals” or “RFP” means a solicitation process for sealed proposals, where the selection is based factors other than price. (ORS 279B.060, OAR 137-047-0260)

18. “Request for Qualifications” or “RFQ” means a pre-solicitation process to obtain information that may be useful in preparing a Request for Proposals. (See ORS 279B.060(15), ORS 279C.405(1), OAR 137-046-0110(37), OAR 137-048-0220(3), OAR 137-049-0645)
19. “Services” means all services, including construction labor, other than Personal Services. (ORS 279A.010(1)(kk))
20. “Solicitation” means an invitation to potential contractors to submit a bid, proposal, quote, statement of qualifications or letter of interest to the County for a proposed project, procurement or other contracting opportunity. “Solicitation” also refers to the process of requesting, receiving, and evaluating potential contractors and awarding public contracts.
21. “Solicitation Agent” means the County Department Head or Elected Official who conducts a solicitation under these Rules.
22. “Surplus property” means personal property owned by the County which is no longer needed for use by the department to which such property has been assigned.
23. “Transportation Contract” means a public contract for highways, bridges, or other transportation projects (279C.380(5))

E. Solicitation Methods

In accordance with the Model Rules for Public Contracting (OAR Chapter 137, Divisions 46, 47, 48, and 49) and the Oregon Public Contracting Code (ORS Chapters 279A, 279B, and 279C), the County may employ the following solicitation methods:

1. Direct Appointment

Certain contracts may be procured by selecting a contractor without competition, based on any information available to the Solicitation Agent at the time of the selection.

2. Informal Solicitation

Certain contracts may be procured by Informal Solicitation as follows:

- a. Three Quotes: The Solicitation Agent shall, either orally or in writing, seek at least three price quotes or proposals from prospective contractors. (OAR 137-046-0110(30))
- b. Written Record: The Solicitation Agent shall keep a written record of the sources of the quotes or proposals received.
- c. If three quotes or proposals are not reasonably available, the County shall make a written record of the effort the contracting agency makes to obtain the quotes or proposals.

3. Formal Solicitation

All other contracts which are not exempt under these rules or state law contracts must be procured by a formal Request for Proposals under ORS 279B.060 or an Invitation to Bid under ORS 279B.055, in accordance with the Model Rules.

F. Electronic Advertisements and Notices

1. All required Advertisements and Notices for may be issued by posting on the County website instead of publication in a newspaper of general circulation (ORS 279B.055(4)(c)).
2. Public Improvement Contracts

All bids for public improvement contracts with an estimated cost in excess of \$125,000 shall also be published in at least one trade newspaper of general statewide circulation (i.e., the Daily Journal of Commerce). (ORS 279C.360(1))

G. Solicitation Methods for Classes of Contracts

The County shall use the following methods for solicitation of the following public contracts:

1. Architects and Engineers

Contracts for consultants for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services (“Consultant Services”) may be awarded as follows:

a. Direct Appointment

Pursuant to OAR 137-048-0200, Consultant Services may be awarded by Direct Appointment if:

- i. Emergency: The County finds that an Emergency exists; or
- ii. Contracts up to \$100,000: The estimated Contract Price does not exceed \$100,000; or
- iii. Continuation of Project: Contracts for the continuation of a Project where the estimated Contract Price for the continuation of the project will not exceed \$250,000, and the original contract was solicited under a formal solicitation process as set out in OAR 137-048-200(1)(c).

b. Informal Solicitation

If the estimated Contract Price exceeds \$100,000 and is less than \$250,000, the Consultant Services shall be awarded based on qualifications through an Informal Solicitation process set out in OAR 137-048-0210.

c. Formal Solicitation

If the estimated Contract Prices exceeds \$250,000, the Consultant Services shall be awarded based on qualifications after issuing a formal Request for Qualifications and/or Request Proposals under OAR 137-048-0220. (OAR 137- 048-200(1)(d))

2. Related Services

Consultants to perform services related to architectural, engineering, photogrammetric mapping, transportation planning or land surveying services as defined in section 4.16 above shall be selected as follows:

a. Direct Appointment

Related Services may be awarded by Direct Appointment if:

- i. Emergency: The County finds that an Emergency exists; or
- ii. Contracts up to \$100,000: The estimated Contract Price does not exceed \$100,000; or
- iii. Continuation of Project: Contracts for the continuation of a Project where the estimated Contract Price for the continuation of the project will not exceed \$250,000, and the original contract was solicited under a formal solicitation process as set out in OAR 137-048-200(1)(c).

b. Other contracts for Related Services shall be selected in accordance with ORS 279C.120 and OAR 137-048-130(2).

3. Public Improvement Contracts:

a. Direct Appointment

Public Improvement contracts with an estimated Contract Price in an amount up to \$25,000 may be awarded by Direct Appointment. (ORS 279C.335(1)(c))

b. Informal Solicitation

The following classes of Public Improvement contracts may be awarded by Informal Solicitation:

- i. Transportation Projects: Public Improvement contracts for highways, bridges or other Transportation Projects for which the estimated Contract Price does not exceed \$50,000.
- ii. Non-Transportation Projects from \$25,000 to \$100,000: Public Improvement contracts (other than contracts for a highway, bridge or other transportation project) for which the estimated Contract Price does not exceed \$100,000. (ORS 279C.335(1)(d), 279C.412(1), OAR 137-049- 0160(1))

c. Formal Solicitation

Unless otherwise provided in these rules or the Model Code, all other Public Improvement contracts may be awarded only after an Invitation to Bid.

4. Construction Manager/General Contractor (GM/GC) Contracts

Pursuant to ORS 279A.065(3)(b), all contracts for Construction Manager/General Contractors shall be procured only in accordance with OAR 137-049-0690.

5. Personal Services Contracts

a. Direct Appointment

Personal Service Contracts for which the estimated Contract Price will not exceed \$25,000 in any fiscal year or \$150,000 over the full term, including optional renewals, may be awarded by Direct Appointment.

b. Informal Solicitation

Personal Service Contracts from \$25,000 to \$150,000: Contracts for Personal Services for which the estimated Contract Price is more than \$25,000 but does not exceed \$150,000 may be awarded using an Informal Solicitation process.

c. Any Personal Services Contract

Unless otherwise provided in these rules or the Model Code, all other Personal Services contracts may be awarded only after a Request for Proposals.

6. Contracts for Goods and Services:

a. Direct Appointment

Contracts for all other goods or services for which the estimated Contract Price does not exceed \$25,000 may be made by Direct Appointment.

b. Informal Solicitation

Contracts for all other goods and services for which the estimated Contract Price is from \$25,000 to \$150,000 may be made under an Informal Solicitation process.

c. Formal Solicitation

Contracts for all other good and services with an estimate Contract Price of \$150,000 or more shall be made by either an Invitation to Bid or a Request for Proposals.

7. Contracts for Services Over \$250,000, including Construction Services

- a. Contracts for Services that are not Personal Services, Consultant Services, or Related Services, that have an estimated contract price that exceeds \$250,000 shall be procured only after the County conducts a Written Cost Analysis or feasibility study in accordance with ORS 279B.033.

- b. Formal Solicitation

The County shall proceed with a Formal Solicitation of an Invitation to Bid only if the Written Cost Analysis shows that:

- i. Less Cost: The County would incur less cost by conducting the procurement, and the County would incur more cost by performing the services with the County's own personnel and resources; or
- ii. Not Feasible: If the Written Cost Analysis determines that performing the services with the County's own personnel and resources is not feasible in accordance with ORS 269B.036. (See also OAR 137-047-0250)

H. Exemptions

Pursuant to ORS 279A.065 and ORS 279B.085, the following classes of contracts are exempt from solicitation requirements of these Local Public Contracting Rules and may be awarded by direct appointment or purchase:

1. Advertising

Contracts for the purchase of advertising space or the placement of notices in any medium.

2. Asphaltic Concrete, Asphalt Road Oil, and Rock

Contracts for the purchase of asphaltic concrete, asphalt road oil, and rock where the material is to be used for maintenance. Although exempt under State law, whenever possible, such purchases should obtain at least three bids. Where three bids are not reasonably feasible, the approval thresholds in Administrative Policy A- 4 shall apply to the decision not to obtain three bids.

3. Ballots and Election Related Materials and Equipment

Contracts for printing ballots, ballot pages, ballot cards, ballot inserts, voters pamphlets, and other related election materials, and for the purchase or lease of equipment necessary to conduct elections.

4. Bridge Materials

Contracts for the purchase of materials for bridge maintenance or reconstruction. Although exempt under State law, whenever possible, such purchases should obtain at least three bids. Where three bids are not reasonably feasible, the approval thresholds in Administrative Policy A- 4 shall apply to the decision not to obtain three bids.

5. Communications, Information Technology, and Data Processing Contracts

Contracts for the purchase, license, or acquisition of communications and information technology systems, equipment, network infrastructure, and data processing, including hardware or software.

6. Concession Agreements

Contracts that authorize a person or business to sell, for its own business purposes, specified goods from real property owned or managed by Josephine County, and under which the concessionaire is required to make payments to the County based, at least in part, on the concessionaire's revenues or sales.

Concession Agreements do not include rental agreements, licenses, leases or other contracts for only the use of premises.

7. Continuation of Work by Architects and Engineers

Contracts for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services or related services, if the project consists of work that has been substantially described, planned or previously studied in an earlier contract with the Consultant, and the new contract is a continuation of that project. (ORS 279C.115(2))

8. Continuation of Work

Other Personal Services contracts of not more than \$150,000 for the continuation of work by a contractor who performed preliminary studies, analysis or planning for the work under a prior contract, if the prior contract was awarded under a competitive process and the Solicitation Agent determines that use of the original contractor will significantly reduce the costs of, or risks associated with, the work.

9. Contracts Up to \$25,000

Contracts of any type for which the Contract Price does not exceed \$25,000. (ORS 279B.065(1))

10. Contracts with Disabled

Contracts for Goods or Services with non-profit agencies providing employment opportunities for persons with disabilities. (OAR 137-046-130(6))

11. Cooperative Purchasing Agreements or Government Purchasing Programs

Contracts for the purchase of goods or services under the Oregon Cooperative Purchasing Program (ORCPP), or any similar cooperative purchasing program, or under the United States General Services Administration ("GSA") in accordance with the program requirements.

12. Copyrighted Materials

Contracts for the purchase or acquisition of materials entitled to copyright, including but not limited to works of art and design, literature, and music.

13. Emergency Contracts

Contracts for goods or services that are necessary to prevent substantial damage or injury to persons or property. The Department Head or Elected Official shall, as soon as possible

- a. Document the nature of the emergency, the method used for selection of the particular contractor, and the reason why the selection method was deemed in the best interest of the County and the public; and
- b. Notify the Board of the facts and circumstances surrounding the emergency execution of the contract.

14. Emergency Public Improvement Contracts

Contracts for public improvements under emergency circumstances if the Board has made a written Declaration of Emergency. Such Public Improvements must be awarded within sixty (60) days following the Declaration of Emergency unless the Board grants an extension of the emergency period. Where the time delay needed to obtain a payment or performance bond for the contract could result in injury or substantial property damage, the Board may waive the requirement for all or a portion of required performance and payment bonds.

15. Employee Benefits

Contracts for employee benefit plans, including but not limited to medical, dental, vision, life,

disability, and supplemental and other health care and related services and supplies; flexible health care spending accounts; life, supplemental, accidental death, and disability insurance plans; long term care insurance; and retirement benefit plans.

16. Equipment with Credit for Trade-In

Contracts for the purchase of vehicles or equipment, if the total contract price does not exceed \$150,000 after deducting the value of any trade-in.

17. Equipment Repair and Maintenance

Contracts for the purchase of services, equipment, or supplies for the maintenance, repair or conversion of existing equipment.

18. Exempt Under Laws

Any other public contract specifically exempted from the Oregon Public Contracting Code by another provision of law.

19. Finance

- a. Any general, special, or limited obligations or debt by the County;
- b. Any program loans or similar extensions or advances of funds by the County to a public or private person for the purpose of carrying out activities or programs authorized by law, other than for the construction of public works or public improvements;
- c. The investment of funds by the County as authorized by law, or
- d. Banking, money management or other financial transactions of the County that, by their character, cannot practically be established under the competitive selection procedures.

20. Franchise Rights

Contracts for franchise rights within the County.

21. Gasoline and Petroleum Products

Contracts for the purchase of gasoline, diesel fuel, heating oil, lubricants, motor oils, and other petroleum based products.

22. Government Regulated Items

Contracts for the purchase of goods or services where the rate, price, or selection of suppliers are regulated by a governmental authority.

23. Grants

Contracts for grants, where the County is either a Grantee or a Grantor.

24. Hazardous Materials Removal, Oil or Petroleum Products Cleanup, and Solid Waste Removal

Contracts for the removal, clean up, or transport of hazardous waste, oil, or petroleum products, or solid waste on County-owned property.

25. Intergovernmental Agreements

Contracts between the County and a public body or agency of the State of Oregon or its political subdivisions, or between the County and an agency of the federal government.

26. Legal Witnesses and Consultants

Contracts for professional or expert witnesses, consultants, or legal professionals to provide services or testimony relating to existing or potential litigation or legal matters.

27. Non-Owned Property

Contracts for the sale or other disposal of abandoned property or other personal property not owned by the County.

28. Oregon Corrections Enterprises

Purchases from Oregon Corrections Enterprises.

29. Photocopiers

Contracts for the purchase or lease of office photocopiers.

30. Qualified Nonprofits

Public improvement contracts with qualified nonprofits that provide employment opportunities for persons with disabilities (ORS 279C.335).

31. Real Property

Acquisitions or disposals of real property or interests in real property.

32. Requirements Contracts

Purchase of goods or services from a supplier when the price of the goods or services has been previously established under a competitive bid process.

33. Sole Source Contracts

Contracts for goods or services which are available from only one source within a reasonable purchase area.

34. Specialty Goods for Resale

Contracts for the purchase of specialty goods by the County for resale to consumers.

35. Sponsor Agreements

Sponsorship agreements, under which the County receives a gift or donation in exchange for recognition of the donor.

36. Structures

Contracts for the removal or disposal of structures located on County-owned property.

37. Temporary Use of County-Owned Property

Contracts, licenses, or permits for the temporary use of County-owned property if:

- a. The contract results from an unsolicited proposal to the County based on the unique attributes of the property or the unique needs of the proposer;
- b. The proposed use of the property is consistent with the County's use of the property and the public interest; and
- c. The County reserves the right to terminate the contract without penalty, in the event that the County determines that the contract is no longer consistent with the County's present or planned use of the property or the public interest.

38. Used Equipment

Contracts for the purchase of used property or equipment if such property is suitable for the County's needs and can be purchased for a lower cost than substantially similar new property.

39. Utilities

Contracts for the purchase of power, heat, water, steam, telecommunications services, and other utilities.

I. Bonds and Security for Public Improvement Contracts

Invitations to Bid for Public Improvements shall require the following Bid Security, Performance Bonds, and Payment Bonds. All bonds and surety must be executed by a surety company authorized to transact surety business in Oregon and must be payable to the County, and shall be in a form approved by the Solicitation Agent. Bond requirements may be modified upon the discretion of the Solicitation Agent. (OAR 137-049-0460(3))

1. Bid Security

Responses to Invitations to Bids and Requests for Proposals may require Bid Security in the amount of 10% of the total amount of the bid for Public Improvement contracts with an estimated contract price over \$100,000, and Transportation Projects with an estimated contract price of over \$50,000. The Bid Security shall be returned to the Bidder upon execution of the Contract. If, however, the Bidder fails to promptly execute the contract, provide the performance and payment bonds, or provide certificates of insurance, then the County may collect under the bond. (ORS 279C.365, ORS 279C.385, OAR 137-049-0290(2))

2. Performance Bonds

Prior to executing a Public Improvement contract for more than \$100,000, or a Transportation Contract for more than \$50,000, the contractor must deliver a performance bond in an amount equal to the full contract price. This bond may be returned to the bidder after the faithful performance of the contract in accordance with the plans, specifications and conditions of the contract. The performance bond must be solely for the protection of the County and any public agency that is providing funding for the project. The bidder may submit a cashier's check or certified check for all or a portion of the performance bond. (ORS 279C.380)

3. Payment Bonds

Prior to executing a Public Improvement contract for more than \$100,000, or a Transportation Contract for more than \$50,000, the contractor must deliver a payment bond equal to the full contract price, solely for the protection of laborers and claimants under ORS 279C.600. (OAR 137-049-0460)

4. Public Works Bonds

Contracts for Public Works may require that the contractor and every subcontractor have a Public Works Bond filed with the Construction Contractors Board before starting work on the project, unless the contractor is exempt. (ORS 279C.830(2)(a), ORS 279C.836)

J. Public Works Projects and Prevailing Wage Rates (ORS 279C.800-279C.870)

1. "Public Works" is defined under ORS 279C.800 (6) and includes, but is not limited to:

- a. Roads, highways, buildings, structures and improvements of all types for which the County contracts or carries on construction, reconstruction, major renovation, demolition, removal of hazardous waste or painting to serve the public interest;
- b. A project that uses \$750,000 or more of County funds for constructing, reconstructing, painting, demolishing, removing hazardous waste from, or performing a major renovation on, a road, highway, building, structure or improvement of any type;
- c. A project that uses Funds of a Private Entity for constructing a privately owned road, highway, building, structure or improvement of any type in which the County will use or occupy 25 percent or more of the square footage of the completed project;

2. "Public works" does not include:

- a. Reconstructing or renovating privately-owned property that the County leases; or
 - b. A private nonprofit entity's renovation of County-owned real property that is more than 75 years old under circumstances listed in ORS 279C.800(6)(b)).
 - c. Projects where no Funds of a Public Agency are used as listed under ORS 279C.810(1)(a).
 - d. Certain projects where the Contract Price does not exceed \$50,000 as listed under ORS 279C.810(2)
 - e. Other exempt projects listed under ORS 279C.810(2)..
3. All solicitations for Public Works Contracts shall include a reference to the existing prevailing wage rate, and, if federal funds are used, the federal prevailing wage rate under the Davis-Bacon Act (40 U.S.C. 3141 et seq.) The State Prevailing Wage Rates may be found at the BOLI website at: <https://www.oregon.gov/boli/employers/Pages/prevailing-wage-rates.aspx>
4. If federal funds are used for the Public Works project, then the successful bidder will be required to pay the higher of the prevailing wage rates under State law or the federal Davis-Bacon Act wages that is in effect at the time the County enters into the contract. (ORS 279C.830)

K. Appeal of Debarment or Prequalification Decision

Any person who has been debarred from competing for County contracts or for whom prequalification has been denied, revoked or revised may appeal the decision to the Local Contract Review Board.

1. Filing of Appeal

The person must file a written notice of appeal with the Solicitation Agent within three (3) business days after the prospective contractor's receipt of notice of the determination of debarment, or denial of prequalification.

2. Notification of Board of Commissioners

Immediately upon receipt of such notice of appeal, the Solicitation Agent shall notify the LCRB of the appeal. The Board shall then notify the appellant of the time and place of the hearing;

3. Hearing

Within thirty (30) days after receiving notice of the appeal from the Solicitation Agent, the Board shall conduct the hearing and decide the appeal. At the hearing, the Board shall consider *de novo* the notice of debarment, or the notice of denial, revocation or revision of prequalification, the standards of responsibility upon which the decision on prequalification was based, or the reasons listed for debarment, and any evidence provided by the parties.

4. Decision

The Board issue a written decision stating the reasons for the decision.

5. Costs

The Board may allocate the costs for the hearing between the appellant and the County. The allocation shall be based upon facts found by the Board and stated in the Board's decision that, in the Board's opinion, warrant such allocation of costs.

If the Board does not allocate costs, the costs shall be paid by the appellant if the decision is upheld, or by the County if the decision is overturned.

6. Judicial Review

The decision of the Board may be reviewed only upon a petition in the circuit court of Josephine County, Oregon filed within 15 days after the Board's decision.

C-03: Insurance & Indemnification

A. General Policy

All contracts, memoranda of understanding, and other agreements for services or construction shall require the contractor to provide insurance and indemnity in accordance with this policy. Grantees or entities receiving sub-grant awards from the County shall be required to provide insurance and indemnity in accordance with grant requirements, or this policy, whichever is greater.

B. Amount of Insurance Coverage

The amount of insurance coverage depends on the type of contract, the amount paid under the contract, and the risk of liability, injury, or damage to the County or to third parties. Insurance amounts may be adjusted in a contract after consultation with the County Risk Manager or County Legal Counsel.

Higher insurance limits than that recommended in Section C may be required for contracts that involve a higher risk to the County, such as:

- Heavy construction
- Significant right-of-way work
- Water or sewer line work
- Significant engineering or architectural work
- Bridge repair
- Entertainment such as carnivals, rodeos, etc.

Lower insurance limits may be allowed for contracts that involve a lower risk of liability, such as:

- Training (no direct physical contact)
- Agreements with other governments
- Consultants for advice or counsel

C. Types of Insurance, Recommended Coverage, and Sample Language

The types of insurance commonly required in contracts with the County are listed below, along with sample language (in *italics*) including the recommended amounts of insurance for most contracts.

- A. General Liability Insurance (also called (“Comprehensive” or “Commercial General Liability” Insurance”) covers bodily injury, personal injury, and property damage. This insurance is required for most contracts.

General Liability Insurance: Contractor shall obtain, at contractor’s expense, and keep in effect during the term of this contract, Commercial General Liability Insurance covering Bodily Injury and Property Damage on an “occurrence” form. This coverage shall include Contractual Liability insurance for the indemnity provided under this contract and Product and Completed Operations if available. Such insurance shall be primary and non-contributory. Coverage shall be a minimum of \$2,000,000 per occurrence, and \$2,000,000 aggregate.

- B. Automobile Liability Insurance covers vehicles and passengers in contracts where the contractor will be driving as part of performing services under the contract, and when providing any sort of transportation to clients under the contract. This insurance is especially important in contracts where the County or Contractor will be transporting clients or third parties.

Automobile Liability Insurance: Contractor shall obtain, at contractor's expense, and keep in effect during the term of the contract, Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than \$1,000,000.

- C. Workers' Compensation Coverage covers medical treatment and lost wages for employees for work-related injuries. Oregon law requires every employer who employs one or more "subject workers" to provide workers' compensation coverage for those workers.

Workers' Compensation Coverage: The Contractor, its subcontractors, if any, and all employers providing work, labor, or materials under this Contract who are subject employers under the Oregon Workers' Compensation Law shall provide Workers' Compensation Coverage in compliance with ORS 656.017. Out-of-state employers must provide workers' compensation coverage for their workers that comply with ORS 656.126. Employers' Liability Insurance with coverage limits of not less than \$500,000 each accident shall be included.

- D. Professional Liability Insurance (also known as professional Errors and Omissions Insurance or Malpractice Insurance) covers professional errors and malpractice for contractors and providers who have advanced training and certification, such as physicians, nurse practitioners, accountants, architects, engineers, surveyors, and computer program designers.

Professional Liability Insurance: Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this contract, Professional Liability Insurance covering any damages caused by an error, omission, or any negligent acts.

Combined single limit per occurrence shall not be less than \$2,000,000. Annual aggregate limit shall not be less than \$2,000,000.

- E. Cyber Liability Insurance covers breach or disclosure of confidential information; the loss of or damage to computer data, software, or hardware. This insurance is needed if the Contractor has access to any County data, computers, hardware, or software. All claims must be reported to CIS immediately.

Cyber Liability Coverage: Contractor shall obtain, at Contractor's expense, cyber liability coverage covering costs or expenses arising directly or indirectly out of the contractor's actions for the following:

- 1) *Breach, access to, or disclosure of any confidential or personal information, including, personal identifying information, financial account details, protected health information (PHI), passwords or any other type of non- public information; and*
- 2) *The loss of, damage to, corruption of, inability to access, or manipulation of data; and*
- 3) *Any damages for notification costs, credit monitoring expenses, forensic expenses, public relations expenses or any other loss, damage to County's hardware or software, or related cost or expense; and*
- 4) *Loss of use of County's data, hardware, or software.*

- F. Builder's Risk or Course of Construction Coverage covers the loss of or damage to a building under construction or remodel, loss or damage to construction supplies or equipment during construction.

Builder's Risk Coverage: Contractor shall obtain, at Contractor's expense, and keep in effect until final acceptance by the Owner, "all risk" Builder's Risk Insurance (including earthquake and flood) covering the real and personal property of others in the care, custody,

and control of the contractor. Coverage shall include theft and damage to building interiors, exterior, in transit and offsite storage. The minimum amount of coverage to be carried shall be equal to the full amount of the contract.

Contractor shall be financially responsible for any deductible applied to loss. This insurance shall include Owner, the contractor and its sub-contractors as their interests may appear.

G. Other Insurance: Other types of insurance that may be required in certain contracts include:

- a. Aerial application liability insurance
- b. Pollution and asbestos liability insurance
- c. Special event insurance
- d. Liquor liability insurance
- e. Loggers’ broad form insurance

D. Insurance Requirements for Types of Contracts

The types of insurance required will depend on what services or work is required under the contract. Generally, the following contracts will need the following types of insurance, unless approved by the Risk Manager or Legal Counsel.

Type of Contract	General Liability	Automobile Liability	Workers’ Compensation	Others to Consider
Personal Services Contracts	YES	YES	YES	
Professional Services Contracts	YES	YES	YES	Professional Liability
Public Contracts	YES	YES	YES	
Public Works or Construction Contracts	YES	YES	YES	Builder’s Risk
Lease Agreement	YES	YES	YES	Waiver of Subrogation Clause
Facility Use or Rental Agreement	YES	NO	NO	Special Event and/or Liquor Liability
Intergovernmental Agreement	NO	NO	NO	
Grant Agreements	YES	YES	YES	

E. Other Contract Requirements

Contracts requiring insurance should also contain the following provisions:

1. *Certificates of Insurance: All insurance policies shall be evidenced by Certificates of Insurance which shall be delivered to County prior to commencing services or work under this Contract. Each certificate or policy shall require that, thirty (30) days prior to cancellation or material change in the policies, notice of cancellation or material change must be given to the County by first class mail and/or email transmission. All such notices shall name the Contractor and identify the contract.*
2. *All insurance policies must name Josephine County as an additionally named insured and must be through an insurance company licensed in the State of Oregon. The insurance policy shall provide that "Josephine County" shall include all authorities, boards, bureaus, commissions, divisions, departments, districts, and offices of Josephine County and the individual members, employees and agents thereof in their official capacities.*
3. Indemnity

The indemnity provisions for contracts with the County shall provide that each party be liable for that party's own acts, omissions, or negligence, and that the Contractor shall not be deemed an agent of the County under the Oregon Tort Claims Act. Exceptions to this rule may be made upon the approval of County Legal Counsel. Indemnity provisions should be substantially similar to:

- a. *Contractor shall defend, indemnify and hold harmless County, its officers, agents and employees, from any and all claims, liabilities, demands, damages, actions or proceedings arising from or relating to the negligence, wrongful acts, or omissions of Contractor in connection with the performance of any services under this Contract.*
 - b. *County shall defend, indemnify and hold harmless Contractor, its officers, agents and employees, from any and all claims, liabilities, demands, damages, actions or proceedings arising from or relating to the negligence, wrongful acts, or omissions of County in connection with the performance of any services under this Contract.*
 - c. *Contractor shall not be deemed an agent of County under the Oregon Tort Claims Act.*
4. Professional Services Contracts should also include the following:

County has relied upon the professional ability, qualifications and training of Contractor as a material inducement to enter into this Contract. Contractor warrants that all of the services will be performed in accordance with generally accepted professional practices and standards and according to the requirements of applicable federal, state and local laws. The acceptance of Contractor's services by County shall not operate as a waiver or release of any claim.

F. Questions

Questions or clarifications on insurance requirements should be brought to the County Risk Manager or County Legal Counsel.

C-04: HUD Section 3 Plan

As a recipient of HUD Community Planning and Development assistance, Josephine County certifies it will comply with the requirements of Section 3. HUD Community Planning and Development programs include the Community Development Block Grant (CDBG) and Neighborhood Stabilization Programs. The requirements of Section 3 also apply to contractors or subcontractors that receive contracts in excess of \$100,000 for Section 3 eligible projects / activities. In cases where the County has a contract with another entity or non-profit to administer the grant funds these responsibilities will be delegated as well. HUD's regulations on Section 3 can be found in the Code of Federal Regulations, at 24 CFR 135.

A. Eligible Projects

All projects / activities involving housing construction, demolition, rehabilitation, or other public construction, i.e., roads, sewers, community centers, etc., that are completed with HUD Community Planning and Development funding are subject to the requirement of Section 3.

B. Section 3 Residents

1. Are residents of Public and Indian Housing; or
2. Are individuals that reside in the metropolitan area in which the Section 3 applicable assistance is expended and whose income does not exceed the local HUD income limits set forth for low- or very low-income households.

C. Section 3 Business Concerns

1. To be considered a Section 3 Business Concern; at least one of the following must apply:
 - a. Business is 51 % or more owned by Section 3 residents;
 - b. At least 30% of the business's permanent, fulltime employees are currently Section 3 residents, or within three years of the date of first employment with the firm were Section 3 residents; or
 - c. Business provides evidence of a commitment to subcontract in excess of 25% of the dollar amount of all subcontracts to be awarded to businesses that meet the qualification described above.
2. In accordance with the regulation, residents and business concerns seeking Section 3 preference shall certify, and/or submit evidence to Josephine County, contractor, or subcontractor, verifying that they meet the definitions provided above.

D. Implementing Procedures to Ensure Section 3 Requirements

All Section 3 contracts shall include the following clause (referred to as the Section 3 Clause):

1. *The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.*
2. *The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.*
3. *The contractor agrees to send to each labor organization or representative or workers with*

which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each: and the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin.

4. *The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.*
5. *The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.*
6. *Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.*
7. *Contractor shall complete the required Section 3 report form 60002 and submit it to the County with the final construction pay estimate for the project.*

E. Compliance with Section 3:

To ensure compliance with Section 3 requirements, Josephine County will document actions taken to comply, including but not limited to:

1. Facilitating the training and employment of Section 3 residents by notifying the appropriate Housing Authority and local job training centers of new employment, training, or contracting opportunities resulting from the expenditure of covered funding;
2. Assisting and actively cooperating with HUD in ensuring contractors and subcontractors comply with Section 3;
3. Refraining from entering into contracts with contractors that are in violation of Section 3 regulations; and
4. Documenting actions taken to comply with Section 3 and submitting Section 3 Summary reports (BUD Form 60002)

Article D – Personnel

D-01: Hiring

A. Definitions

"Regular Employee" - means an employee on the County payroll who works a regular ongoing work schedule, whether full-time or part time, and is in a budgeted and authorized County position for the fiscal year. Regular Part-Time Employees are generally assigned to a regular part-time work schedule and/or ongoing fill-in work, and are subject to a collective bargaining agreement or non-union personnel rules.

"Temporary Employee" - means an employee on the County payroll who works an intermittent or seasonal basis for less than six (6) months of a twelve (12) month period, and is not in a budgeted and authorized County position for the fiscal year. An individual hired through an employment agency is not a "Temporary Employee."

"Independent Contractor" - means an individual who is performing services or work on behalf of the County under a written contract, and who is not an employee of the County. Independent Contractors do not receive any employee benefits or protections, and are directly responsible for all federal or state taxes applicable to any compensation or payments paid to them.

B. Regular or Temporary Employees

Department Heads must complete and submit the appropriate requisition and personnel action forms to Human Resources before hiring, refilling, or requesting any new Regular Employee position or Temporary Employee position. The requests must be approved prior to any recruitment, selection, or hiring of any Regular Employee or any Temporary Count Employee.

1. Human Resources will then obtain all appropriate approval signatures on the Personnel Requisition form, including the Board of County Commissioners.
2. Personnel Action Forms do not require the approval signatures of the Board of County Commissioners if the Temporary Employee is to be hired at the position classification identified on the accompanying Personnel Requisition Form.
3. If there is a work status change for any Temporary Employee, including a change to inactive status, or the termination of a Temporary Employee, then the Department Head must complete a Personnel Action Form and return the form to Human Resources.
4. A Temporary Employee shall not exceed six (6) months work in any twelve-month period. The Department Head shall be responsible for tracking and monitoring the work hours of their Temporary Employees. The Finance/Human Resources Department is available to assist in furnishing information for this tracking and monitoring responsibility.
5. There may be times during a budget year when workload requirements necessitate changing the status of a Temporary Employee to a Regular Employee. Department Heads must then follow the requisition process outlined in Administrative Policy D- 2, and when necessary, follow any budget adjustment process required by Finance.

C. Independent Contractors

Department Heads are not required to use the requisition or personnel action form approval process to hire Independent Contractors. Independent Contractors shall be hired through a Personal Services Contract, in accordance with the County's Contracting policies.

D. Individuals Hired through Employment Agencies

Employment Agencies may be used to provide coverage for infrequent, short-term, unexpected staffing shortages, or for casual/seasonal work only in accordance with this section, and when the cost savings and efficiency to the County far outweighs the potential cost and inefficiency of hiring Temporary Employees.

1. The Department Head shall document in writing the reasons for the use of an employment agency, and shall submit the request to the Finance/Human Resources Department with the Employment Agency Usage Requisition Form. The Finance/Human Resources Director shall then submit the request to the Board of County Commissioners for review and approval.
2. The County shall enter into a written service agreement with the employment agency. The agreement must identify the number of temporary workers needed, their rates and charges, liability parameters, and the beginning and end dates of the assignment, and the agreement must be signed by the Finance/Human Resources Director. The service agreement shall terminate on the end date identified.
3. The Finance/Human Resources Department shall be responsible for tracking service agreements and individuals assigned to perform work for the County as employees of an employment agency
4. Department Heads shall be responsible for tracking and monitoring the work hours of individuals who are employed by employment agencies. Hours worked shall be submitted to Finance. The Finance/Human Resources Department is available to assist in furnishing information for this tracking and monitoring responsibility
5. Employment agencies shall not be utilized to fill a position for more than six (6) months of a twelve (12) month period. Employment agencies shall not be used to provide for ongoing fill-in or on-call coverage.

E. Collective Bargaining Controls

If any term or provision of this policy contradicts any term or provision of any Collective Bargaining Agreement, the term or provision of the Collective Bargaining Agreement shall prevail.

D-02: Position Requisitions

A. Definitions

“Classification” is a group of positions that share similar minimum qualifications, such as skills, abilities, knowledge, duties, authority, and responsibilities. These positions are evaluated as having comparable market value and are assigned the same pay range based on this evaluation..

“Position” A classified job to which an employee is assigned within a department, according to the needs of the department, and the employee's abilities and qualifications.

“Reclassification” means the process of evaluating and changing the classification of a County position based on substantial changes in job duties, responsibilities, or required qualifications.

“Supervisory Authority” refers to a Department Head, Program Manager, or designee.

B. Position Requisitions

1. Submission and approval of a Position Requisition Form is required when filling all vacant positions, adding new positions, and reclassifying current positions.
2. Position Requisition forms shall be submitted to Human Resources/Finance.
3. Approval of such requisitions requires the signature of the Board of County Commissioners or Finance/Human Resources Director, as described herein.

C. Filling Vacant Positions

1. Filling of any vacant position, including budgeted or unbudgeted, and/or authorized or unauthorized positions requires submission of a Position Requisition Form.
2. Departments shall submit a Position Requisition Form signed by the Supervisory Authority to Human Resources/Finance.
3. In order to allow adequate recruitment time, the Position Requisition Form should be completed and forwarded to Human Resources/Finance as soon as a vacancy or new position becomes available or is anticipated.
4. Written justification including need for position, budgetary impact, and sustainability of funding may be required for filling vacant positions.
5. The Finance/Human Resources Director shall be the final approval authority for filling vacancies in positions approved as part of the annual budgetary process.
6. Approval from the Board of County Commissioners is required for all hiring.

D. New Positions and Reclassifications

1. Request for new positions or reclassification of current positions requires that a Position Requisition Form signed by the supervisory authority be submitted to Human Resources/Finance with the following information:
 - a. A written statement explaining why an existing classification or salary range is insufficient to fill current needs, the effects the new position will have in addressing such needs, and the budgetary impact of the proposed addition or change;
 - b. A draft position description for the new classification created with the assistance of Human Resources; and
 - c. A draft organizational chart showing the new position within the current structure with

identification of supervisory channels.

2. Human Resources shall determine an appropriate classification and ensure that position designation requirements are met. Human Resource shall conduct appropriate notifications and/or union negotiations should the position be included in a bargaining unit.
3. The Human Resources/Finance Director shall submit the Position Requisition Form and necessary supporting documentation to the Board of County Commissioners.
4. The Board of County Commissioners shall be the final approval authority for creating new positions or reclassifying positions.

D-03: Personnel Actions

A. Definitions

“Classification” is a group of positions sufficiently alike in minimum skills, abilities, knowledge, duties, authority and responsibilities, such that they carry similar market value, and therefore the same pay range is applied to all positions in the group.

“Full-time equivalent” or “FTE” is the ratio which an employee's normal work schedule bears to full-time (40 hours per week or 2,080 hours per year) employment.

“Personnel Actions” is any action taken with reference to appointment, classification, compensation, promotion, transfer, FTE, layoff, or other action affecting the status of employment.

“Position” A classified job to which an employee may be assigned within a department, according to the needs of the department, and the employee's abilities and qualifications.

“Supervisory Authority” refers to an Elected Official, Director, or Program Manager.

B. Personnel Actions

1. All personnel actions including new or changed classification, compensation, position assignment, FTE, and employment status must have appropriate documentation, review, and authorization.
2. A Personnel Action Form shall be submitted to the Human Resources Office for all changes affecting an employee's individual employment record.
3. Personnel actions are not final decisions until authorized in writing by the final signature authority/authorities. Under no circumstances shall a change be made or an individual hired prior to such authorization.
4. Supervisors are responsible for informing employees of personnel actions prior to the effective date of such action.

C. Routine Step Increases

1. Routine Step Increases include the following:
 - a. End of Probation Step Increase
 - b. Annual Step Increase
2. Human Resources shall send a reminder notice to supervisors of employees who are due for routine step increases approximately 30 days prior to the month of the applicable review date.
3. Routine step increases require only the signature of the Supervisory Authority or their delegates for processing.

D. New Hire and Change of Status

1. In order to maintain uniform and consistent personnel administration, the Human Resource Director in coordination with the Finance Director shall have final approval authority for the following personnel actions:
 - a. New hire, change from temporary to regular status, and FTE changes as designated on an associated approved Position Requisition form;
 - b. Change in status or classification including promotion, demotion, reclassification or transfer into a position as designated on an associated approved Position Requisition form and in accordance with applicable policy or collective bargaining agreement.

- c. Final approval shall not be withheld if an employee meets all minimum position requirements, unless funding is not available. A denial may be appealed by the Department Head to the Board of County Commissioners, and the Board's decision shall be final.
2. In order to maintain uniform and consistent personnel administration, the Board of County Commissioners shall have final approval authority for any change that assigns a pay rate or other change not designated on an associated approved Position Requisition Form. Where the Board of Commissioners has approved the Position Requisition additional approval of the associated Personnel Action is not necessary, unless the employee would be placed at a step greater than Step 2.

D-04: Timekeeping System

- A. The County shall implement and maintain an electronic timekeeping system that allows employees to submit an accurate and true report of hours worked and time off used, as described in Personnel Policy 7.1(A). The electronic timekeeping system shall:
 - 1. Require employees to clock in from their workstation or through an approved device;
 - 2. Require the use of PIN codes by employees to verify identify and protect confidential information;
 - 3. Prevent employees from clocking in from a remote location without recommendation by the Human Resources Director and approval from the Board of County Commissioners pursuant to Personnel Policy 7.1(B);
 - 4. Prevent automatic meal break periods without prior approval from Human Resources/Finance pursuant to Personnel Policy 7.1(C); and
 - 5. Be a true and accurate representation of actual time worked, with no rounding enabled.
- B. Employees shall be responsible for certifying the accuracy of their time submitted.
- C. Department Heads shall be responsible for ensuring that employee time sheets are reviewed and certified as to their accuracy prior to the payroll deadline each week.
- D. Payroll calendars with due dates shall be available in the Finance Department and distributed to all departments annually.

D-05: Volunteers

A. Volunteer Program

Josephine County has established a Volunteer Program to offer volunteer experiences that benefit both the volunteer and the community. The County understands that volunteering allows citizens to give back to the community in meaningful ways and is a critical resource to the organization. However, volunteer opportunities shall not be used to fulfill the duties of a regular employee's position.

B. Volunteers

1. A volunteer is any person, approved by Josephine County, who donates service in a County-sponsored volunteer program without expectation of pay or remuneration, other than reimbursement of approved incidental expenses for those services rendered. Volunteers are not employees and are not eligible to receive County benefits.
2. Volunteers do not include:
 - Work release inmates
 - Community service workers
 - Persons not approved by the County for volunteer service
 - Individuals or groups that are volunteering for another agency are not covered by County (such as volunteers of another entity responding in a mutual aid agreement or a non-profit performing services at a public event)
3. County employees may volunteer in other departments if:
 - a. The volunteer position is with an established County volunteer program;
 - b. Duties of the position are outside the employee's normal work duties;
 - c. No work time is used to perform the volunteer duties;
 - d. The volunteer duties are performed solely at the option of the employee and there is no expectation, direct or implied, that the employee performs volunteer service; and
 - e. The employee signs a waiver indicating that the decision to volunteer is entirely their own and no payment for the work will be rendered.
4. County employees who separate from the County may not volunteer in the same department in which they were employed for at least six (6) months following separation.
5. Volunteers under the age of 18 are not eligible for volunteer service unless the volunteer registration form is signed and approved by the County and a parent or guardian.

C. Application Process

1. Registration/Application
 - a. Potential volunteers must have an application approved prior to performing a volunteer project or job. The Volunteer Coordinator oversees the Volunteer Program and can assist potential volunteers in determining the job specifics that best meet the needs of the County and the volunteer.
 - b. All volunteers must complete and sign a Josephine County Volunteer Application and submit the following documents:
 - i. Insurance Coverage and Responsibility of Volunteers Acknowledgement
 - ii. Confidentiality and Ethics Agreement

- iii. DMV report providing proof of safe driving record , if required for the position;
 - iv. Criminal History Check Authorization form, if required for the position.
 - v. Verification of professional licensure or certification, if required for the position
- c. All applications will be submitted to the Volunteer Coordinator and maintained in the Volunteer’s file. The Volunteer Coordinator will forward the application to the appropriate department for screening and decision.

2. Screening Process

The Department Head, or their designee, will be responsible for screening volunteer applications, making a final decision whether to approve or reject the Volunteer, and notifying the applicant and Volunteer Coordinator of the decision. Interviews may be conducted for certain positions prior to selection. Background, experience, and skills are carefully reviewed to match volunteers to appropriate assignments.

3. Approval

Volunteers must receive approval of acceptance in the Josephine County Volunteer Program prior to starting work.

4. Job Description and Physical Requirements

A job description for each volunteer position or project will be provided detailing the duties, scope, and physical requirements of the work. Volunteers should carefully review the requirements and check with their personal physician if there are any questions about their physical ability to perform the duties. Some positions may require medical release prior to volunteer work. Job descriptions must be filed with the Volunteer Coordinator.

5. Orientation

a. After approval and prior to the onset of volunteer work, the volunteer will receive from their supervisor a departmental and job-specific review of procedures, duties, scope of activities, and review of applicable County policies, including but not limited to:

- Confidentiality and any applicable HIPAA requirements
- Incident reporting for any potential liability situations
- Vehicle use and accident reporting
- Use of County technology
- Prohibition against drug use
- Reporting of hazardous conditions
- Discrimination
- Harassment

b. All personnel and safety polities and rules apply to volunteer workers, and failure to comply can terminate the volunteer relationship. Some Departments, such as the Sheriff’s Office, may have requirements, procedures, or policies for volunteers which are different from that provided in this Policy. If any department policy regarding Volunteers and their activities conflicts with the provisions of this Policy, then the more restrictive policy provision shall prevail.

D. Vehicle Policy

1. Volunteers may be cleared to drive as part of their volunteer work, if they meet the eligibility requirements of Personnel Policy 8.3(A). Volunteers who dire personal vehicles must provide proof of insurance that meets Oregon statutory requirements. Volunteers operating a motor vehicle as part of their volunteer work must comply with Personnel Policy 8.3, Administrative Policy 8.3, and

the Fleet Safety Handbook.

2. County Vehicles

- a. If a Registered Volunteer uses a County-owned vehicle to perform authorized volunteer services, then the County shall pay and defend against claims of injury to people or property caused by such Registered Volunteers if:
 - i. The event giving rise to the claim is not the result of any violation of any federal, state, or local statute, rule, or policy;
 - ii. The use of the vehicle was pursuant to the written description of the volunteer's duties, or was pursuant to an assignment from the Registered Volunteer's supervisor, Department Head, or Elected Official;
 - iii. The vehicle was not being used for personal use; or
 - iv. The vehicle was driven or under the control of the Registered Volunteer.
- b. A Registered Volunteer shall be personally liable for any personal injury or damage to property caused by the failure of the Registered Volunteer to follow and abide by any state, federal, or local law, rule, or regulations.

3. Personal Vehicles

- a. If a Registered Volunteer uses his or her own personal vehicle to perform authorized services on behalf of the County, then the Registered Volunteer's or vehicle owner's personal vehicle insurance shall provide primary coverage for any claims of injury to people or property. The County shall provide secondary coverage for any such claims for Registered Volunteers if:
 - i. The Registered Volunteer has signed the Volunteer Driver Agreement and:
 - ii. The privately owned vehicle used for County business has been maintained in good mechanical condition; and
- b. The Registered Volunteer or owner of the vehicle has maintained insurance coverage that meets the current state law for minimum insurance coverage on privately owned vehicles.

E. Safety Requirements

1. No volunteer will be required to perform work that they believe to be unsafe or likely to cause injury or health risk to themselves or others. Volunteers should report unsafe conditions or hazards and must report incidents/accidents immediately to their supervisor.
2. Training, if required, will be provided for operation of specific equipment, machinery, or tools. Additionally, OR-OSHA training may be required to perform some volunteer duties.
3. Volunteers are required to follow all safety and security procedures while performing volunteer duties, on or off County premises. Volunteers are required to wear appropriate PPE, clothing, and footwear at all times.

F. Emergency Procedures

Emergency procedures for each volunteer worksite will be documented and provided to supervisors and to volunteer staff at time of orientation. Procedures will include:

- Emergency contact numbers for Fire/Police/Ambulance
- A map showing the location and routes to emergency exits
- The location of first aid supplies and equipment, and
- Actions to take in the event of a medical emergency or accident

G. Incident and Accident Reporting

Injuries and accidents must be reported immediately to a supervisor and an incident and accident investigation form completed. If appropriate, the scene should be secured for investigation and documentation. Volunteers shall fully cooperate with any investigation.

H. Insurance Coverage

- A. If a Registered Volunteer sustains personal injuries while performing assigned volunteer duties, then the Registered Volunteer's personal medical, automobile, or other insurance policy shall provide primary coverage, and the County shall provide secondary coverage.
- B. If a person sustains bodily injury or property damage as a result of the actions of a Registered Volunteer while performing assigned volunteer duties, then the County shall provide insurance protection on behalf of the Registered Volunteer through the County's General Liability policy. The limits of this coverage are provided in the Oregon Tort Claims Act, ORS 30.260 through 30.300. The coverage shall be provided on behalf of Registered Volunteers if the following conditions are met:
 - a. The Registered Volunteer has met the requirements of Section 3.0 A and B of this Administrative Policy;
 - b. The actions of the Registered Volunteer are within the assigned job duties of the Registered Volunteer;
 - c. The actions of the Registered Volunteer were performed in good faith, were reasonable in nature, and were not performed in a manner that was reckless or that were intended to cause harm to others;
 - d. The actions of the Registered Volunteer were in compliance with state, federal and local laws, rules, and regulations;
 - e. The Registered Volunteer holds any required licenses or certificates in good standing, and all such licenses or certificates have not been denied, revoked, or suspended; and
 - f. The Registered Volunteer cooperates with the Risk Management and County Legal Counsel, and does not act in such a way as to harm any defense by the County against such claim.

I. Record Keeping

Volunteers must track and submit hours on a weekly basis to their supervisor and the Volunteer Coordinator through an approved method. This is an Oregon statutory requirement. A record of volunteer hours is used to demonstrate when a volunteer is on the job for accident claims, and can be used to verify work experience for job references. Time cards or other documentation shall be maintained by the Volunteer Coordinator in the Volunteer's file.

J. Performance Management

Evaluation and feedback of the performance of volunteer duties should be provided regularly, including recognition for volunteer service. Supervisors should monitor and take disciplinary action including and up to termination of volunteer relationship when policy or work practices are unacceptable.

K. Separation

Upon completion of Volunteer duties or termination of the volunteer relationship, the Department Head or their designee shall notify the Volunteer Coordinator of the separation.

Article E – County Property

E-01: Acquisition & Disposition of Real Property

- A. The Board of County Commissioners has the authority to acquire and dispose of real property on behalf of the County, except as otherwise provided by statute, ordinance, or Board Order.
- B. In determining whether to acquire, trade, donate, transfer, convey, or sell real property, the Board shall consider the following factors, as applicable, in determining whether the action is in the best interest of the County:
 - A. How the real property was acquired;
 - B. Any legal requirements for property acquisition or disposition;
 - C. Short- and long-term benefits (financial and social) to the County of acquiring and/or retaining the real property;
 - D. Short- and long-term costs (financial and social) to the County of selling or otherwise conveying the real property;
 - E. Potential public uses of the real property;
 - F. Potential uses of funds received from the sale of real property;
 - G. Potential liability of possessing or retaining the real property; and,
 - H. Any other factors relevant to the particular real property.
- C. Where one factor conflicts with another, the Board should make a record of the weight given to each factor and how the decision was reached.
- D. Findings regarding acquisition, trade, donation, transfer, conveyance, or sale of real property shall be made, consistent with ORS Chapter 271, ORS Chapter 275, and/or other applicable state law

E-02: Rental/Lease of County Property

A. Rental and Lease of County Property

Real property that is not in use by the County may be offered for rental or lease at fair market value or to the highest bidder in the event of competitive interest in the property. Rental/lease payments shall not be lower than the maintenance costs to the County, including utilities, facilities, and other expenses.

B. Exceptions

1. Exceptions may be considered and granted by the Board of County Commissioners when the lessor or renter is a governmental entity, a non-profit organization, or in any case when the benefits to the public derived from the rental or lease of the property exceeds the foregone rental or lease payment.
2. This policy does not apply to leases for which authority has been delegated, specifically Airports, Parks, and Fairgrounds.

C. Authority and Responsibility

1. It is the responsibility of the Property Manager to develop relationships within the community and to be aware of potential interest in available County property. The Property Manager may extend offers or solicit for bids, after consultation with County Legal Counsel and appropriate Department Heads and approval by the Board of County Commissioners.
2. It is the responsibility of the Property Manager to develop the following information:
 - a. Property to be rented/leased.
 - b. The market value of the rented/leased property.
 - c. The County expenses associated with the rented/leased property.
3. It is the responsibility of the Property Manager, in consultation with County Legal Counsel and appropriate Department Heads, to coordinate the negotiation of lease or rental agreements.
4. The Board of County Commissioners shall approve all lease or rental agreements.

D. Contract Requirements

1. All proposed rental/lease agreements shall comply with Administrative Policy C-1.
2. Rental, lease, or occupancy of County property for County purposes, such as Park or Fairgrounds Hosts, shall be made by written agreement approved by Legal Counsel.

E-03: Structure Modifications

All structure improvements or modifications shall be coordinated with the Facilities Department, regardless of funding for the project. Included are activities which are considered to be normal maintenance. The Facilities Department must have knowledge of and approve all building modifications to ensure compliance with the Americans with Disabilities Act (ADA), building code, fire code, and safety regulations.

A. Requests for Modifications

1. Requests for structure modifications for structures covered by the county facilities rate should be submitted to the Facilities Department and copied to the Board of County Commissioners.
2. Requests for modifications to County buildings shall receive written approval or comment from the Facilities Director within ten (10) working days.

B. Approvals Required

1. All permanent structural or functional modifications, including painting, must be approved through the Facilities Department before the project begins, regardless of funding sources.
2. The ADA Coordinator must sign off on all building modifications to ensure compliance with the Americans with Disabilities Act (ADA).
3. Projects which require Property Reserve funding will be ranked in order of need and completed as the budget allows and with the Board of County Commissioners approval.
4. Projects using funding other than Facilities Department funding may proceed as approved as soon as the project is approved.
5. A feasibility study shall be completed where required by the Local Public Contracting Rules, Administrative Policy C-2.

C. Contracting and Insurance

1. All agreements with contractors to design and/or perform structural, functional, mechanical, or other modifications must be reviewed and approved pursuant to the County Contracting policy (Administrative Policy C-1) before the project begins.
2. Projects in excess of \$1,000,000 must be reported to the Risk Manager and construction insurance obtained before the project begins.

D. Building Plans

1. It shall be the responsibility of the Facilities Director that all structural and/or mechanical building modifications are recorded on the most recent building plans. The Facilities Department shall be responsible for maintaining such plans.
2. Where structures are not modified by Facilities, all documentation of structural or mechanical building modifications must be provided to the Facilities Department.

E-04: Removal of Encampments

A. Purpose

This policy is established to develop procedures for removal of homeless individuals camping on public property for the purpose of protecting county-owned property from conditions that may compromise the health, safety and general welfare of the community. In accordance with ORS 195.500 through 195.530, this policy is developed to:

1. Recognize the social nature of the problem of homeless individuals camping on public property; and
2. Ensure the most humane treatment for removal of homeless individuals from camping sites on public property.

B. General Policy

It is the policy of the Board of County Commissioners to ensure preservation and cleanliness of all county-owned property and to remove unsafe conditions that pose a threat to the health, safety and general welfare of the community. This policy establishes the procedure for removal of encampments located on county-owned property, particularly when an imminent or immediate threat to public health or safety has been identified. Nothing in this policy shall be interpreted to supersede the provisions of Josephine County Code 8.20 (Ordinance 2023-003), Hazardous Conditions on Public Properties.

C. Definitions

For purposes of this policy, the following definitions apply:

1. "Encampment" means a location on County-owned property where one or more tents, awnings, lean-tos, sleeping or bedding materials, cooking implements or materials, or other items or structures have been erected, constructed, or placed including vehicles and recreational vehicles, and that appear to be used for human habitation, including but not limited to sleeping, preparing cooking or warming fires, storing personal belongings, and urinating or defecating. An encampment does not include camping sites located on public property that is a designated campground and occupied by an individual under an agreement with the County.
2. "Garbage" means items voluntarily left on County-owned property for collection by a third party, or otherwise abandoned by its apparent owner, and items not reasonably recognizable as belonging to individuals and which have no apparent utility or are in an unsanitary or unsafe condition. Items in an unsanitary or unsafe condition include, but are not limited to, items wet from weather; contaminated by urine, feces, blood, or other bodily fluids; damaged by fire or smoke; contaminated by mold or mildew; irreparably broken; and/or otherwise deemed inoperable or unsafe.
3. "Notice" means any type of written document described in this policy that provides an encampment with warning that the encampment will be removed upon expiration of the time period provided.
4. "Personal Property" means any item that is reasonably recognized as belonging to an individual and that has apparent utility. This includes, but is not limited to, camping equipment, bicycles or other transportation methods, books, photographs, personal documents such as identification and social security cards, clothing, etc.

D. Overview

When public safety officials within the County identify an issue at an encampment on county-owned land that poses an imminent or immediate threat to public health or safety, including but not limited

to fire, public health vectors, threat of fire or illegal activities, the County shall take steps to either remedy the issue prior to removing the encampment or proceed with removing the encampment pursuant to this policy.

E. Notices

Upon identification of an encampment on county-owned land, the County shall issue the encampment a 72-hour notice as provided by ORS 195.505. Under certain circumstances described within this policy, the County may issue an emergency notice in lieu of a 72-hour notice.

1. 72-Hour Notice

At least 72 hours before removing homeless individuals and personal property from an encampment on county-owned property, law enforcement shall post a written notice, in English and in Spanish, at all entrances to the encampment to the extent that the entrances can reasonably be identified. Immediately after posting the 72-hour notice, law enforcement officials shall inform the local agency that delivers social services to homeless individuals as to where the notice has been posted.

2. Emergency Notice

The County may provide less than 72 hours' notice to an encampment in any of the following instances:

- a. No notice is required where law enforcement officials believe that illegal activities other than camping are occurring at an established encampment.
- b. No notice is required where an exceptional emergency exists at an encampment, including, but not limited to, possible site contamination by hazardous materials, a public health emergency, or other immediate danger to human life or safety.
- c. A minimum of 24 hours' notice is required if the encampment is a cemetery where a funeral service is scheduled within less than 72 hours.

3. Contents of Notice

A notice issued to an encampment pursuant to this section shall contain the following information (in English and in Spanish):

- a. Date of the notice;
- b. Type of notice (72-hour, Emergency, or other);
- c. A request for the encampment to remove all personal property from the area by the date and time noted;
- d. The process the County will use to remove personal property if it is not removed prior to the deadline; and
- e. Information about where unclaimed personal property will be stored, or the address and phone number of the agency with information about where the personal property will be stored.

F. Removal and Storage of Personal Property

Upon expiration of the notice provided pursuant to subsection (A), the County at its sole discretion may proceed with removing personal property. The removal and storage of motor vehicles shall be done pursuant to applicable State law. All other property shall be removed and stored as follows.

1. Process for removal

The County may remove all unclaimed personal property from the encampment's general vicinity. Any weapons, controlled substances other than prescription medications, and items that reasonably appear to be either stolen or evidence of a crime must be turned over to the appropriate law enforcement agency. Any items that are deemed garbage will be properly disposed of.

2. Storage

All unclaimed personal property removed from the encampment shall be stored in an orderly fashion, keeping items that belong to an individual together to the extent that ownership can reasonably be determined. The personal property shall be stored for 30 days in a facility located in the same community as the encampment the personal property was removed from, during which time it shall be reasonably available to any individual claiming ownership. The County may dispose of or donate any personal property that remains in storage after 30 days.

E-05: Use of County Premises

A. General Policy

1. County meeting rooms, facilities, and other premises may be available for use by community members, agencies, groups, and organizations when they are not in use by County departments. County Departments shall have first priority for use of any County premises.
2. This policy does not apply to any premises that are leased to an individual or entity for their exclusive use on an ongoing basis.

B. Definitions

“Responsible Authority” means the Board of County Commissioners Office or Department Head responsible for making a final decision on requests to use a County facility.

“Internal Requests” means requests to use County premises for the purpose of County business made by County Departments, Advisory Boards, or community groups the department is directly involved within an official capacity.

C. Authority

1. Except as otherwise provided herein, the Board of County Commissioners Office shall be the Responsible Authority for all requests to use County facilities.
2. The Parks and Recreation Director shall be the Responsible Authority for requests to use Josephine County Parks and/or Fairgrounds premises.
3. Department Heads shall be the Responsible Authority for Internal Requests to use premises to which they have been assigned.
4. Each Responsible Authority shall establish policies and procedures for use of premises under their authority. The establishment and/or revision of such policies shall follow the process outlined in County Administrative Policy A-1.

D. FEES

1. Fees for use of County premises may be established through the County fee process, but may not be charged for Internal Requests (with the exception of enterprise fund premises).

E. Scheduling

Upon receipt of a request to use County premises, the Responsible Authority shall make a timely decision on the request. Priority for use of County premises shall be given in the following order:

1. Internal Requests, in the order listed in the definition
2. Non-profit and/or volunteer groups
3. For-profit uses, approved by the Board of County Commissioners

F. Use Agreements

Use agreements shall be required for all uses other than Internal Requests, and each Department Head should work with the Risk Manager to develop premises-specific agreements.

G. User Responsibilities

Use of County premises requires compliance with the following provisions and any Departmental policies established. Department policies may not be less restrictive than these provisions.

1. Payment of all fees and costs assessed, including any bonds or security deposits.
2. Other than Internal Requests, users must sign a use agreement agreeing to all applicable policies and fees and indemnifying the County for activity by the user.
3. Unless otherwise provided in the fee structure or within the scope of the Responsible Authority's regular duties, the user shall be responsible for setting up the room, cleaning, restoring the room to its normal condition after usage, and providing security for County premises.
4. The individual or contact person for the group shall be responsible for opening the premises and security the premises when the use is on evenings or weekends.
5. Proof of insurance covering the activity may be required.
6. Alcohol may not be possessed or consumed on County property without approval by the Board of County Commissioners. This provision does not apply to Fairgrounds, Parks or Airports, where alcohol possession or consumption may occur pursuant to approved departmental and/or venue-specific policies.
7. Marijuana, or other controlled substance, possession or use may not be part of any activity on County property or encouraged in any way. If the Responsible Authority has a reasonable expectation that such use or possession will occur, they may deny the request. Failure to comply with this provision is deemed gross negligence and/or a significant risk to public health/safety.

H. Revocation or Denial of Approval to Use County Premises

The Responsible Authority may deny the ability of any individual or group to use County premises for any reason not prohibited by law or on the basis of the individual or group's failure to comply with the responsibilities described in this policy.

1. Except in cases of gross negligence or significant risk to public health/safety, the Responsible Authority will send one (1) warning letter to the individual or group violating this policy. Any further failure to comply with the requirements of this policy will result in written notice terminating any future use and denial of any future use of County premises by the individual or organization.
2. A decision to revoke or deny use of County premises made by any other decision-maker may be appealed to the Board of County Commissioners, except as provided below. The Board of County Commissioners shall determine whether the revocation or denial shall stand or be reversed.
3. Appeals of a decision to revoke or deny use of fairgrounds premises shall be appealed to the Fair Board. Appeals of the Fair Board's decision may be made to the Board of County Commissioners.

E-06: Sales, Solicitation, & Fundraising on County Premises

- A. Any private sales, solicitation of funds, or other such promotions for purposes of private financial gain are expressly prohibited on County property, including conference rooms, meeting rooms, employee lounges, and other meeting areas, without express prior approval of the Department Head ("Responsible Authority"). In no case shall such activities interfere with ongoing County operations.
- B. The County Fairgrounds, Parks and Airports are exempted from this policy.
- C. Any nonprofit or public organization, or individual authorized to represent such an organization, desiring to conduct an activity involving the sale of a product or service (including raffle tickets and "sponsorships"), a fund-raising event, or other such activity on county property must obtain written approval from the Responsible Authority prior to the activity. A sponsoring organization may be required to provide a certificate of coverage naming Josephine County as an additional named insured for activities on
- D. Fundraising activities for school or activities by or through an employee may be allowed at a Department Head's discretion. An employee cannot use the County email system to solicit other employees' participation in the fundraising activity. Any fundraising activity by an employee cannot be done during paid work hours.
- E. It is the responsibility of each sponsoring organization to meet the requirements of all applicable laws and regulations regarding fund raising, permits, food handling, and any other related areas.
- F. All risk associated with the fundraising activity shall be borne by the sponsoring organization or employee. The County shall not be responsible for loss or damage to any property associated with the fundraising activity, including proceeds from sales, or injury from any fundraising activity on County property.

E-07: Disposition of Tax Foreclosed Real Property

A. DEFINITIONS

1. "Acquisition Date" means the date on which a TFRP is deeded to the County following foreclosure proceedings.
2. "Board" means the Josephine County Board of Commissioners.
3. "Claim Period" means the period from the Acquisition Date to 180 days after the Sale Date.
4. "County" means Josephine County, Oregon.
5. "Heir(s)" means a person or entity who succeeds to the rights and occupies the place of, or who is entitled to succeed to the estate of a decedent, whether by act of the decedent or by operation of law.
6. "Prior Owner" means the Record Owner, or their Heir(s) or Successor(s), as demonstrated through court order and/or other legal document(s) establishing succession.
7. "Property Costs" means any/all taxes, interest, penalties, fees; applicable property management and supervision costs; other actual property maintenance and supervision expenses incurred by County, pursuant to ORS 275.275(1)(a)-(c); any municipal corporation local improvement lien, plus interest and penalties as of the Sale Date, pursuant to ORS 275.275(3)(a)(A); and any administrative fees paid by purchaser pursuant to a land sale contract.
8. "Real Market Value" ("RMV") means the lower of RMV established by the tax assessor for the year in which the TFRP was acquired or the year of the Sale Date.
9. "Record Owner" means the individual(s) and/or entity(ies) identified as the owner in tax records at the time of foreclosure.
10. "Sale Date" means the earlier of the date on which title to property is conveyed from County to a purchaser or the date on which a memorandum of land sale contract is recorded. Sale Date shall also include the date on which the County issues a Board Order retaining the property for public use.
11. "Successor(s)" means a person or entity that acquires the assets and liabilities of a business entity by merger, takeover, or dissolution.
12. "Surplus Proceeds" means the lower of the sale price or RMV, less Property Costs.
13. "Tax Foreclosed Real Property" ("TFRP") means real property acquired by County as a result of tax foreclosure following expiration of the period of redemption.

B. Eligible Property

This policy shall apply to all TFRP acquired within six (6) years of the date of claim. Property that has been owned by the County for more than six (6) years shall be excluded from this policy.

C. Process for Selling or Retaining Tax Foreclosed Real Property

1. Within sixty (60) days of Acquisition Date, County shall extend an offer to sell the TFRP to the Record Owner, pursuant to ORS 275.180. Such offer shall be sent via certified mail to the last known mailing address of Record Owner, or through any other known and documentable means of written communication. Record Owner shall have thirty (30) days from the date of the written offer to enter into an agreement with County to purchase the property.
 - a. If the Record Owner is deceased, an offer may be made to known heirs that have been in

communication with County regarding the property. If accepted, the property would be titled back to the estate of the deceased owner.

- b. If the Record Owner has been dissolved or acquired through merger or takeover, no offer will be made.
 - c. If the mailed offer is returned and a new address for Record Owner is identified, the offer may be resent to the new address and the thirty (30) day period restarted.
 - d. If the mailed is returned with no forwarding address, or there is no response from the Record Owner, the Property Manager may consider the offer declined.
2. If no agreement is reached with Record Owner
- a. The Property Manager and Risk Manager shall assess each property and determine whether to add the property to the County's insurance, which shall be at a level recommended by the County's insurance provider.
 - b. Within one (1) year of the Acquisition Date Board shall issue an Order determining whether to retain or sell the TFRP. If applicable, Board may determine whether to designate the property to Parks or Forestry.
3. TFRP to be sold shall be placed on a Sheriff's Sale, except those with a real market value less than \$15,000 and unsuited for development pursuant to ORS 275.225(1). The minimum bid shall be set at not less than the total Property Costs at the time of the sale, unless the Board determines it is in the best interest of the County to set a lower minimum bid.
4. TFRP not sold at auction or otherwise exempt from the auction requirement shall be available for private sale, placed on a Sheriff's Sale, and/or ordered retained by County at the Board's discretion. The sale price shall be not less than the total Property Costs at the time of the sale, unless the Board determines it is in the best interest of the County to set a lower minimum price.
5. The Board Order authorizing sale of TFRP shall distribute amounts for any known Property Costs at the time of sale to the appropriate account(s). Any remaining proceeds shall be placed in a designated interest-bearing fund for further distribution pursuant to this policy.

D. Notice of Right to Claim Proceeds from Sale of TFRP

General notice of the right to submit a claim for proceeds from Sale of TFRP shall be provided as follows:

1. As part of any notice to any person or entity entitled to redeem the property pursuant to ORS 312.125.
2. As part of the general notice of expiration of redemption period pursuant to ORS 312.190.
3. Included in the Sheriff's notice of sale pursuant to ORS 275.120.

E. Distribution of Proceeds from Sale of TFRP

1. At the time of sale, proceeds from the sale of TFRP shall be distributed in the following order:
 - a. The amount of Property Costs shall be distributed into the applicable County fund(s) and/or distributed to a municipal corporation pursuant to its local improvement lien.
 - b. The amount of Surplus Proceeds shall be ordered held in the designated fund for the duration of the Claim Period, to be disbursed pursuant to paragraph 2 or 3, below.
 - c. Any additional proceeds from the sale of TFRP shall be distributed pursuant to ORS 275.275(3)(a)(B), or to Parks or Forestry if so designated.

2. If Prior Owner(s) submit a completed claim form (Appendix A) and W-9 within the Claim Period, and County determines that the Prior Owner(s) are entitled to the Surplus Proceeds, the Board shall issue an Order distributing the Surplus Proceeds, plus any interest accrued on that amount, to the Prior Owner(s).
 - a. The burden of demonstrating entitlement to surplus proceeds shall be on the claimed Prior Owner. Where it is not clear to County that the claimant meets the definition of Prior Owner and is entitled to receive surplus proceeds, a court order as to the status of the claimant shall be required to demonstrate entitlement.
 - b. Where there is more than one Prior Owner, any individual Prior Owner may submit a claim form on behalf of all Prior Owners if such claim identifies all other Prior Owners entitled to claim surplus proceeds, includes proof of notice to all other Prior Owners, and includes either their approval of or court order as to distribution apportionment.
 - c. Upon distribution of proceeds to one or more Prior Owners any future claim for proceeds shall be barred.
 - d. Prior Owners who purchased the property from County shall not be entitled to surplus proceeds.
 - e. Claim forms shall be retained for seven (7) years from the date of receipt.
3. If the Claim Period expires and no claim for Surplus Proceeds is paid pursuant to paragraph 2, above, the amount of Surplus Proceeds, plus any interest accrued on the amount, shall be distributed pursuant to ORS 275.275(3)(a)(B), or to Parks or Forestry if so designated.
4. Proceeds received pursuant to a land sale contract shall be applied in the order described in section E.1 and 2., except that any amounts paid to Prior Owner(s) or taxing districts shall be distributed annually less any additional Property Costs incurred since the last distribution.
5. In the event a cash sale or land sale contract is not completed and title is not conveyed to the purchaser, any proceeds received shall be applied in the order described in section E.1 and 2. Any additional proceeds received from a subsequent sale of the same TFRP shall be distributed in the same manner.

F. Payment on Claims for Retained TFRP

Where TFRP is retained by County pursuant to Board Order, the County shall place funds in the designated fund equal to the RMV, or an appraisal, less any Property Costs. If a successful claim is submitted, the funds shall be distributed pursuant to paragraph E.2. If there is no claim submitted within the Claim Period, the funds shall be returned to the County fund from which they were provided.

APPENDIX 1

Request for Surplus Proceeds - Instructions

If you believe you are entitled to surplus proceeds from tax foreclosed real property, complete this form and mail or otherwise deliver it, along with the required attachments and documentation outlined below, to the following address:

Board of County Commissioners

500 NW Sixth St., Dept. 6

Grants Pass, OR 97526

Surplus Proceeds shall only be distributed to the Prior Owner of the property. "Prior Owner" means the Record Owner, or their Heir(s) or Successor(s) as demonstrated through court order and/or other legal document(s) establishing succession. "Record Owner" means the individual(s) and/or entity(ies) identified as the owner in tax records at the time of foreclosure. The burden of demonstrating entitlement to surplus proceeds is on the Prior Owner.

Where there is more than one Prior Owner, any single Prior Owner may submit a single claim form on behalf of all Prior Owners, if such claim identifies all other Prior Owners, includes proof of notice to all other Prior Owners, and includes either their approval of or court order as to distribution apportionment. For each additional Prior Owner an Additional Prior Owner Attachment must be included along with documentation of their entitlement to claim surplus proceeds.

A Prior Owner submitting this request must:

1. Attach a copy of the property deed or other record showing prior ownership. Only one copy is required if Prior Owner consists of multiple parties.
2. Attach a copy of the front and back of current photo identification (e.g., driver's license). Provide proof of current mailing address if different from current photo identification.
3. If applicable, attach a copy of any court order or legal document establishing Prior Owner status for all Prior Owners. If you are claiming property as an heir to a deceased person, provide documentation such as a death certificate or obituary. If the probate is open, include original court-certified copies of Letters of Administration or Affidavit Claiming Successor. If the probate is closed, include an original court certified copy of the Final Decree of Distribution listing the heirs. Note: Josephine County requires probate on claims for surplus funds valued at \$5,000 or more.
4. If you are claiming surplus proceeds on behalf of another person, please provide documentation of legal authority to do so, such as a power of attorney, conservator, guardian, etc.
5. Sign the completed form in the presence of a notary public.

Request for Surplus Proceeds

Section 1. Property Information

Property ID: _____ Map/Tax Lot: _____

Property Address: _____

Prior Owner (identify all parties): _____

Section 2. Prior Owner Information

More than one Prior Owner (see Additional Prior Owner Attachment(s))

Full Legal Name: _____ Date of Birth: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Status: Record Owner OR Heir or Successor (documentation attached)

Section 3. Surplus Proceeds Distribution

All proceeds should be distributed to the Prior Owner as a whole (one check issued to Prior Owner)

OR

Proceeds should be distributed to the Prior Owner parties as follows:

Name	Address	% of Proceeds

Section 4

I declare under penalty of perjury and/or mail fraud:

- That I have reviewed this all sections of this Request for Surplus Proceeds.
- That to the best of my knowledge I am entitled to the surplus funds described herein and agree to indemnify Josephine County and hold it harmless for and from all claims, loss, costs, damages, and expenses that Josephine County may sustain by turning these funds over to me, or of its refusal to pay this claim or any part of it to any person(s).
- That I have identified any and all other Prior Owners, provided notice to them of this claim, and have either obtained their approval for the distribution described in Section 3 (as evidenced through the Additional Prior Owner Attachments) or have obtained and attached a court order for distribution.
- That all statements in this Request for Surplus Proceeds, any Additional Prior Owner Attachments, or other documents attached to this request are true and correct.

Signature _____ Date _____

State of _____)
 _____) ss
 County of _____)

This record was acknowledged before me on _____, 20_____
 By _____

IN WITNESS WHEREOF, I have hereunto set my hand and seal.

NOTARY PUBLIC
 My Commission Expires: _____

Additional Prior Owner Attachment

Full Legal Name: _____ Date of Birth: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Status: Record Owner OR Heir or Successor (documentation attached)

Notice of claim for surplus proceeds was provided to this Prior Owner (attach proof of notice): On (date): _____ By (person/entity providing notice): _____

Method of Notice: _____

Distribution of Surplus Proceeds

A court order regarding allocation of surplus proceeds is attached. OR

The Prior Owner identified above agrees to receive the following allocation of proceeds (identified Prior Owner must sign below in the presence of a notary):

____% of surplus proceeds OR \$_____ lump sum from surplus proceeds

I, _____ (Prior Owner identified above) declare under penalty of perjury and/or mail fraud:

- That I have reviewed this all sections of the Request for Surplus Proceeds.
- That to the best of my knowledge I am entitled to the surplus funds described herein and agree to indemnify Josephine County and hold it harmless for and from all claims, loss, costs, damages, and expenses that Josephine County may sustain by turning these funds over to me, or of its refusal to pay this claim or any part of it to any person(s).
- That I agree to the Distribution of Proceeds indicated herein.

Signature Date

State of _____)

) ss

County of _____)

This record was acknowledged before me on _____, 20____

By _____

IN WITNESS WHEREOF, I have hereunto set my hand and seal.

NOTARY PUBLIC

My Commission Expires

E-08: Surplus Property

A. Disposal Methods

Surplus property may be disposed of as follows:

1. Direct Disposal

Surplus Property may be disposed of without sale or auction as follows:

a. Governments

By direct transfer to another County department, public agency, or district.

b. Nonprofits

By direct donation to any organization operating within or providing a service to residents of the County, and which is recognized by the Internal Revenue Service as an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

c. Value Less than \$500

Surplus property which has a value of less than \$500, or for which the costs of sale are likely to exceed sale proceeds may be disposed of by any means determined to be cost-effective. The Solicitation Agent disposal shall make a record of the value of the item and the manner of disposal, and shall forward a copy of the record to the Board.

2. Direct Sale – Personal Use Items Less than \$100

An item (or indivisible set of items) for specialized and personal use with a current value of less than \$100 may be sold to the employee or retired or terminated employee for whose use it was purchased. These items may be sold for fair market value without bid and by a process deemed most efficient by the Board.

3. Salvage Timber

Contracts for timber, already cut by the County, in a salvage timber sale situation, may be made as follows:

a. Direct Sale

Contracts for the sale of salvage timber may be made by direct sale without competitive solicitation, if the estimated sale price is less than \$5,000.

b. Competitive Bid

Contracts for sale of salvage timber in excess of the value of \$5,000 shall be made only after an opportunity for competitive bidding, noticed pursuant to ORS 275.340.

4. Auction or Sale

All other Surplus Property may be disposed of by any of the following methods upon a determination by the Solicitation Agent that the method of disposal is in the best interest of the County. Factors that may be considered by the Solicitation Agent include costs of sale, administrative costs, and public benefits to the County. The Solicitation Agent shall maintain a record of the disposal method selected, and the manner of disposal, including the name of the person or entity to whom the surplus property was transferred.

a. Auction

By publicly advertised auction to the highest bidder.

b. Bids

By publicly advertised Invitation to Bid.

c. Fixed Price Sale

The Solicitation Agent may establish a selling price based upon an independent appraisal or published schedule of values generally accepted by the insurance industry, schedule and advertise a sale date, and sell to the first buyer meeting the sales terms.

d. Liquidation Sale

By liquidation sale using a commercially recognized third-party liquidator.

e. On-Line Public Sales

By on-line public sales, such as eBay, Craigslist, gov-deals, or other online site used to sell items, provided that the minimum bid or minimum sales price for each item is determined by the Solicitation Agent to be commercially reasonable. The County may use an independent contractor to facilitate the online public sale, provided that the independent contractor is paid a commission from the sales price of each item that the County determines to be a reasonable amount or percentage.

f. Trade-In

By trade-in, along with the acquisition of other items under a competitive solicitation. The solicitation shall require the offer to state the total value assigned to the surplus property to be traded.

B. Eligibility to Purchase

Members of the general public may participate as buyers at public sales of Surplus Property. No employee of the County, whether full-time, part-time, temporary or unpaid volunteer, no member of the employee's household, the employee's immediate family, or any person acting on the employee's behalf, may participate in public sales of the Surplus Property if the employee has had any role in declaring the item surplus, processing the item or related paperwork, or offering it for sale.

E-09: Use of County Materials

- A. Personal use of any County materials, supplies, equipment, or services is prohibited.
- B. Items covered by this policy include, but are not limited to, office supplies, vehicles, equipment, purchasing discounts, travel rewards, and facilities.
- C. This policy shall not be enforced for de minimis personal use, at the discretion of the Department Head.
- D. Employees who are discovered violating this policy may be liable for any expense incurred and/or subject to disciplinary action up to and including termination of employment.
- E. County equipment and/or materials may only be removed from County premises for the purpose of conducting county business.

E-10: Lost, Stolen, or Damaged County Property

- A. A department shall be responsible for the repair or replacement costs of lost, stolen or damaged county property.
- B. Where the County's insurance carrier reimburses the County for any portion of lost, stolen, or damaged county property, the reimbursement amount will be credited to the department responsible for the costs.
- C. Reimbursements will not be credited to the responsible department without the County Incident Report form first being submitted to Risk Management with a law enforcement report if criminal activity occurred.
- D. When criminal activity is involved, the Department Head must immediately contact law enforcement to report the incident, and must notify the Risk Manager within 1 business day.

E-11: County Vehicles

A. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. "Heavy Machinery" is all non-passenger vehicles with specific functionality
2. "Specialized vehicle" is any passenger vehicle that is modified or equipped to serve a specific purpose.
3. "Dedicated funding vehicle" is a vehicle acquired through dedicated funds that cannot be used for any other purpose.
4. "County fleet" is all vehicles owned by Josephine County
5. "Assigned vehicle" is any vehicle assigned to a specific department for use by its employees. Assigned vehicles do not include heavy machinery or specialized vehicles.
6. "UTV" means a utility vehicle used to transport equipment and people, or perform work on county property. Examples of UTVs include, but are not limited to, golf carts, side by sides, and all-terrain vehicles (ATVs). UTVs do not include automobiles (cars and trucks), forklifts, lawn tractors, construction machinery, construction vehicles, etc.

B. Fleet Management

1. The Fleet Program Supervisor shall be responsible for acquisition, assignment, maintenance, management, disposition, and other activity for all County vehicles.
2. Acquisition and Disposition
 - a. Vehicle acquisition and disposition shall be consistent with Fleet Program standard procedures, policies, and best practices, with consideration as to cost-effectiveness, utilization, and reliability of vehicles. Purchases shall be made through the most cost-effective solution, whether through a state purchasing program or local dealers.
 - b. Additions to and subtractions from the Fleet Program shall be assessed annually, or as deemed necessary by the Board of Commissioners.
 - c. All new and used vehicles must be purchased through the Fleet Program, unless otherwise approved by the Fleet Program Supervisor.
 - d. Any used, and all specialty, vehicles acquired by the County will be individually evaluated for cost effectiveness
 - e. All assigned vehicles that are replaced must be turned in to the Fleet Program.
 - f. All monies received from the sale of a County vehicle, unless it is a dedicated funding vehicle, will be credited to the Fleet Program for future vehicle purchases.
 - g. All County vehicles shall be included on the automobile insurance or mobile equipment schedule obtained from the Risk Manager.
3. Marking
 - a. All County vehicles shall be marked and identifiable as Josephine County vehicles, unless a department makes a specific request for an unmarked vehicle and provides an explanation regarding the need for the vehicle to be unmarked.
 - b. Alternative or additional markings may be allowed by the Board of County Commissioners.

c. Vehicles assigned to the Josephine County Sheriff's Office are excluded from this policy.

4. Maintenance

a. All vehicles must be seen by Josephine County Fleet maintenance at least once every six (6) months for periodic maintenance interval, or as otherwise directed by the Fleet Program Supervisor.

b. If any warning light on a County vehicle appears, the vehicle shall promptly be taken to Fleet maintenance.

c. All work must be performed by Fleet maintenance, unless otherwise approved. If external service is approved, copies of all records must be provided to Fleet within thirty (30) days of service.

d. No work will be performed on a County vehicle damaged in an accident until all damage has been documented and a report on the circumstances of the accident has been filed with Josephine County Fleet and the Risk Manager.

e. Repairs to direct bill vehicles will be on a first dollar basis to assigned departments.

C. ASSIGNED VEHICLES

1. Department heads should determine whether it is reasonably necessary, based on the normal workflow of their program and need for one or more assigned vehicles on a regular and consistent basis and/or for specific purpose, to have vehicle(s) assigned to their department rather than require employees to use the County motor pool.

2. Vehicles logging fewer than 3,000 miles per year shall require the department head to provide justification during the budget process as to why the vehicle is reasonably necessary for the department.

3. Each department with shared vehicles shall develop a departmental procedure for employees to check out vehicles, verify the gas card, fuel the vehicle, check for/report damages upon departure and return, and ensure interior and exterior cleanliness.

4. Department Heads shall ensure that vehicle keys for shared vehicles are maintained in a secure location when not checked out to an employee. Where specific training or other documentation is required by policy (such as with UTV operation), the Department Head shall establish a system to maintain those records.

5. Where a department vehicle is assigned to a specific employee, the employee shall be responsible for ensuring the gas card remains with the vehicle, fueling the vehicle, reporting and damage or incidents immediately, and maintaining interior and exterior cleanliness.

6. Lost keys, fobs, or gas cards shall be charged to the department at a rate of the actual cost of replacement plus a \$100 administrative fee.

7. Reporting incidents

Employees involved in any vehicle-related incident resulting in damage or law enforcement contact shall submit an incident report to their supervisor by the end of the business day following the incident. The supervisor shall forward the report to Fleet and the Risk Manager within one business day of receipt, after reviewing the incident with the employee.

D. VEHICLE TRACKING

1. All County vehicles shall be equipped with tracking devices pursuant to this policy, except as follows:

- a. Sheriff's Office vehicles
- b. Josephine Community Transit vehicles
- c. Heavy machinery that is not street legal, or operated by a person
- d. Other case-by-case exceptions granted by the Board of County Commissioners where it has been demonstrated that tracking of a vehicle is a safety risk, unnecessary, and/or not cost-effective..

Article F: Information & Communication

F-01: County Communication

A. General Policy

The County will utilize reasonable methods to make relevant and current factual information and notices available to citizens and employees, such as through the website, bulletin boards, listservs, signage, and social media.

B. Responsible Authority

1. The Department Head, or their designees, shall be the Responsible Authority for any physical premises designated to their department, for any webpage on the County website dedicated to their department, any listservs created for their department, and/or any authorized social media account established for their department subject to the approval of the Board of County Commissioners.
2. The Board of County Commissioners, or their designees, shall be the Responsible Authority for all other physical premises, County webpages, County listservs, and/or County social media accounts.
3. Union representatives shall be the Responsible Authority for any bulletin board allowed for union use.

C. General Principles

1. Notices on exterior bulletin boards or webpages are to be dated and remain on the bulletin board or webpage for a period of not more than two weeks unless the time period is extended by the Responsible Authority or otherwise required by law. Outdated webpage content shall be archived.
2. The Responsible Authority should review the materials on their bulletin boards and other signage regularly and remove any materials that are no longer current and/or relevant. Outdated or irrelevant social media and webpage content shall be archived.
3. Human Resources shall ensure that mandatory employment postings are posted and accessible. It is the responsibility of Department Heads to ensure that each worksite maintains bulletins with current employment postings as provided by Human Resources.
4. All items must be considered to be in good taste and free of any material that may be considered slanderous or derogatory towards the county. County communication resources may not be used to take a position on any political candidate, ballot measure, or other matter up for election.
5. Use of County communication resources is for County business only and shall not be used for personal gain or purpose by any employee.

D. Bulletin Boards

1. Exterior Bulletin Boards are maintained for the purpose of posting legal notices and County communication with the public. No one may post information on such bulletin boards without first obtaining approval from the Responsible Authority.
2. Internal Bulletin Boards are maintained for the purposes of communicating legally required information and/or sharing County wide and Department specific information. They may also be used to display departmental information, news, and items of interest, value, or help to employees

and the public.

3. Union Bulletin Boards must be allowed in any department and/or area where one or more employee member(s) of a collective bargaining unit work. Unions shall supply their own boards. The union shall be the Responsible Authority for materials posted on their bulletin boards.
4. New bulletin boards must meet ADA requirements and be attached to the wall by Facilities.

E. Webpages

1. The Information Technology Department shall be responsible for establishing and maintaining the County website.
2. County departments may have webpages on the County website, or may establish a separate website with approval of the Board of County Commissioners. All webpages shall follow the website style guide and applicable security measures.
3. Department Heads will work with IT to ensure that designated staff have administrative rights to the department webpage(s) and that staff has been trained on updating the webpage(s).

F. Listservs

Listservs may be used to distribute County information via email.

G. Advertising

1. Advertising includes, but is not limited to, signs, banners, newspaper advertisements, brochures, web postings, and/or flyers.
2. The Board of County Commissioners shall approve all advertising on behalf of the County, except for the Fairgrounds and any department or program with advertising policy that has been approved by the Board of County Commissioners.

H. Social Media

1. County Social media may be used to quickly communicate time sensitive information (such as emergency information), and as a communications or outreach tool to reach the widest possible audience.
2. Departments must receive approval from Information Technology and the Board of County Commissioners before a department social media account may be established.
3. Content posted shall be restricted to information on upcoming events, public documents, and links to credible sources and websites. Content to be posted that has been generated by a non-governmental entity (including citizens, businesses, or a media outlet) shall be approved by the Public Information Officer prior to posting. Information that may be confidential or otherwise compromise the County shall not be posted.
4. Whenever possible, content posted to County social media sites should contain links directing users back to the County's official website for in-depth information, forms, documents, or online services.
5. Departments should designate staff to maintain its social media sites. Designated staff must be trained and approved by the Webmaster.
6. County social media sites shall include a notice to site users and visitors that the following content will not be allowed on the site:
 - a. Comments not related to a particular social media thread;

- b. Comments in support or opposition to political campaigns of any kind;
 - c. Profane language or content;
 - d. Content that promotes, fosters, or perpetuates discrimination of any kind;
 - e. Sexual content or links to sexual content;
 - f. Threats of violence;
 - g. Solicitations of commerce;
 - h. Conduct or encouragement of illegal activity;
 - i. Information that may tend to compromise the safety or security of the public, public systems, or any County employees or volunteers; or
 - j. Content that violates a legal ownership interest of any other party.
7. Before removing any content, or blocking any social media user, the designated staff shall get the approval of Legal Counsel to do so. Any content removed based on these restrictions shall be retained, including the time and date of the posting and the identity of the poster (if available). Josephine County reserves the right to restrict and remove any content posted on County social media sites that is determined to be in violation of this policy or other applicable law, rule, or regulation.
 8. County social media should include a statement that comments to County content are the views of the individual commenting and not those of Josephine County.
 9. County social media sites are subject to state public records and records retention laws. All content maintained in a social media format that is related to County business, including a list of subscribers and posted communication, is a public record. Content shall be maintained in an accessible format so that it can be produced in response to a public records request.

F-02: Emergency Closure of County Offices

A. Authority and Responsibility

The Josephine County Board of County Commissioners shall have sole authority and responsibility to determine if a County office will be closed due to emergency events, and to notify the public and staff.

B. Inclement Weather

1. Josephine County Offices shall remain open during most inclement weather events. Members of the public or Josephine County employees should make personal choices on whether or not it is safe to travel to an office.
2. If a Josephine County employee determines that traveling to work during inclement weather is unsafe, they shall follow personnel and department policy.

C. Emergency Event Determination

1. "Emergency Events" include any situation that may result in risk to the health or safety of county employees or public. Examples include but are not limited to severe inclement weather, wildfire risk, security threats, or facilities infrastructure maintenance.
2. If an emergency event poses serious risk to employees or the public, the Board of County Commissioners (or acting on-call Commissioner if quorum is unavailable), may declare a closure of County offices.
3. If a decision is needed in order to protect public or employee safety and the Board of County Commissioners is incapacitated or unavailable, decision-making authority shall be granted for this issue per the County Continuation of Operations Plan.
4. Closure decisions shall be made after coordinating with the Public Works Director, Trial Court Administrator, Emergency Services Manager, and Facilities Services Director. If closure is due to security risk, the decision will be made after consulting with local public safety agencies.

D. Notification

1. Upon making the determination, the Board shall notify the public and staff of the closure, and if possible, the expected timeline for opening.
2. Once closure is determined, staff shall be notified via County email, County website, and/or alert broadcast notification system. The Board shall be responsible for directly notifying department heads. Department heads may establish further procedures for notifying employees.
3. Members of the public shall be notified via County Website and/or media broadcast.

E. Essential Employees

Essential Employees, as designated by their department, and pursuant to the Emergency Operations Plan, shall report to work during closures per county policy.

F-03: Media Releases

A. General Policy

Providing timely and accurate information to the community is important, encouraged, and required to effectively serve the community. The distribution of such information through media releases should only be made as described herein.

B. Definitions

“Media Release” means an official document distributed by the County intended to inform media partners, interested parties and the public about a topic.

“PIO” means the Public Information Officer.

C. Responsibilities

1. The Commissioners are the administrative and policy making arm of County government, and speak for the County on matters of County policy.
2. Department Heads are a source of facts and information concerning their specific areas of expertise within their departments.
3. The PIO is responsible for coordinating with departments in releasing information to the media as well as fielding public information requests.
4. Topics that involve more than one department, or sensitive matters which may require statements of policy or decisions on policy, should be discussed with and referred to the Board of Commissioners.

D. Media Releases

1. Media releases (see sample in appendix A) should be coordinated with the PIO to ensure accuracy and proper dissemination, whenever possible.
2. Data that is exempt from disclosure under Public Records Law, or any other federal or state law, shall not be included in any media release without the approval of the Department Head, RMO, and Legal Counsel or Risk Manager.
3. Media releases about new programs, new grants, and partnerships with other outside agencies and kudos from outside organizations shall be given to the Commissioners' office prior to release.

F-04: Use of County Logo & Brand Guidelines

- A. All county departments will use the adopted county logo in accordance with the Brand Guidelines, attached as Exhibit A, in every, situation in which the County is represented graphically. The adopted County logo and format will be used as follows:
- On all letterhead representing the County, including letters, memos, envelopes, media releases, etc.
 - On monograms used on all articles of clothing and/or any uniforms supplied by the County.
 - On all County owned vehicles bearing decals.
 - On all business cards and identification badges.
 - On all signage representing the County.
- B. If any change is or has been made to the County logo by the Board of County Commissioners, the logo existing at the time the physical item was made or branded may continue to be used. All digital materials should be updated prior to further use. No new physical item can be made or branded with a logo that is not current.
- C. Use of the logo in color or black and white shall be at the discretion of department heads and elected officials. Consideration shall be given to using a black and white version where the benefits and impacts of color as part of the message may not be warranted (i.e. routine internal written correspondence within or between County departments).
- D. Deviations from the standard logo shall be approved by the Board of County Commissioners.
- E. For departments with unique logos, the department logo should be displayed with the Josephine County logo whenever possible. The following departments are authorized to use a unique logo in accordance with the Brand Guidelines attached as Exhibit A: Fairgrounds, Parks, Sheriff, Transit, and Veterans.

F-05: Personal Information Privacy

A. General Policy

In accordance with the Oregon Consumer Identity Theft Protection Act (ORS 646A.600 et seq.), the County shall maintain the security, confidentiality, and integrity of individuals' personal information, including Social Security numbers, drivers' license numbers, identification numbers, passport numbers, financial account numbers, and credit and debit card numbers. If an employee, officer, or agent of the County discovers that the security of an individual's personal information has been breached, the employee, officer, or agent shall contact the Risk Manager, who shall then provide notice to the individual in accordance with this policy.

B. Definitions

As used in this policy:

1. "Breach of security" means an unauthorized acquisition of computerized data that materially compromises the security, confidentiality or integrity of personal information that a person maintains or possesses.

"Breach of security" does not include an inadvertent acquisition of personal information if the personal information is not used in violation of applicable law, or in a manner that harms or poses an actual threat to the security, confidentiality, or integrity of the personal information.

2. "Individual" means a person, who has provided Personal Information to the County for use in the County's business, vocation, occupation or volunteer activities. 'Individual' includes both a members of the public and employees, officers, and agents of the County.
3. "County" means Josephine County, its employees, officers, and agents.
4. "Encryption" means an algorithmic process that renders data i unreadable or unusable without the use of a confidential process or key.
5. "Identity theft" means obtaining, possessing, transferring, creating, uttering or converting to an individual's own use the personal identification of another with the intent to deceive or defraud.
6. "Personal information" means:
 - a. An individual's first name or first initial and last name in combination with any one or more of the following data elements, if encryption, redaction or other methods have not rendered the data elements unusable or if the data elements are encrypted and the encryption key has been acquired:
 - i. Social Security number;
 - ii. Driver license number or state identification card number issued by the Department of Transportation;
 - iii. Passport number or other United States issued identification number; or
 - iv. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account, or any information or combination of information that a person reasonably knows or should know would permit access to the individual's financial account;
 - v. Data from automatic measurements of a consumer's physical characteristics, such as an image of a fingerprint, retina or iris, that are used to authenticate the consumer's

identity in the course of a financial transaction or other transaction;

- vi. An individual's health insurance policy number or health insurance subscriber identification number in combination with any other unique identifier that a health insurer uses to identify the individual; or
 - vii. Any information about an individual's medical history or mental or physical condition, or about a health care professional's medical diagnosis or treatment of the individual.
- b. A user name or other means of identifying an individual for the purpose of permitting access to the individual's account, together with any other method necessary to authenticate the user name or means of identification.
 - c. Any of the data elements or any combination of the data elements described in paragraphs (1) and (2) above, when those data elements are not combined with the individual's user name, first name or first initial and last name, and when the data elements are not rendered unusable through encryption, redaction or other methods, and if the information obtained would be sufficient to enable a person to commit identity theft against the individual.
 - d. "Personal information" does not include information in a federal, state, or local government record, other than a Social Security number, if that is lawfully made available to the public.
7. "Redacted" means altered or truncated so that no more than the last four digits of a Social Security number, driver license number, state identification card number, passport number or other number issued by the United States, financial account number, or credit or debit card number is visible or accessible..

C. Prohibitions

- 1. Except as otherwise specifically provided by law, no employee, officer, or agent of Josephine County shall:
 - a. Print an individual's Social Security number on mail to the individual that is not requested by the individual or part of any documentation the individual requested for a transaction or service, unless the Social Security number is redacted;
 - b. Print an individual's Social Security number on any card required for the individual to access products or services provided by the County;
 - c. Publicly post, publicly display, communicate, or otherwise make available to the general public an individual's Social Security number, unless the Social Security number is redacted; or
 - d. Dispose of, or transfer to another person for disposal, material or media that displays an individual's Social Security number unless the person makes the Social Security number unreadable or unrecoverable, or ensures that any person that ultimately disposes of the material or media makes the Social Security number unreadable or unrecoverable.
- 2. This section does not prohibit the collection, use, or release of a Social Security number as required by state or federal law or by applicable court rules, and does not prevent the use or printing of a Social Security number for internal verification or administrative purposes or to enforce a judgment or court order.
- 3. This section does not apply to records that must be made available to the public under state or federal law or rule adopted by the Chief Justice of the Supreme Court, the Chief Judge of the Court of Appeals or the judge of the Oregon Tax Court.
- 4. This section does not apply to a Social Security number in any of the following records or copies of records in any form or storage medium maintained or otherwise possessed by a court, the State Court Administrator or the Secretary of State:

- a. A record received on or before October 1, 2007;
- b. A record received after October 1, 2007 if, by state or federal statute or rule, the person that submitted the record could have caused the record to be filed or maintained in a manner that protected the Social Security number from public disclosure; or
- c. A record, regardless of the date created or received, that is:
 - i. An accusatory instrument charging a violation or crime;
 - ii. A record of oral proceedings in a court;
An exhibit offered as evidence in a proceeding; or
 - iii. A judgment or court order.

D. Breach of Security

1. Any employee, officer, or agent of Josephine County that discovers or receives notice of a breach of security shall notify the Board of County Commissioners and County Risk Manager as soon as possible.
2. The Risk Manager shall give notice of the breach of security to any individual whose personal information breached, and to the Attorney General if the number of individuals exceeds 250.
 - a. The notice of breach of security shall be made in the most expeditious manner possible, without unreasonable delay, but not later than 45 days after discovering or receiving notification of the breach of security.
 - b. Before providing the notice described above in paragraph (1), the County shall undertake reasonable measures to:
 - i. Determine sufficient contact information for the individuals;
 - ii. Determine the scope of the breach of security; and
 - iii. Restore the reasonable integrity, security and confidentiality of the personal information.
 - c. The County may delay giving the notice of breach only if a law enforcement agency determines that the notification will impede a criminal investigation, and has made a written request that the notification be delayed.
 - d. Exception
Notification is not required if, after an appropriate investigation or after consultation with relevant federal, state or local law enforcement agencies, the County determines that the individuals are unlikely to suffer harm. Such a determination must be documented in writing, and the documentation must be maintained for a minimum of five (5) years.
3. Notification to the individual may be provided by one of the following methods:
 - a. Written notice.
 - b. Electronic notice, if the County's primary method of communication with the individual is by electronic means or is consistent with the provisions regarding electronic records and signatures set forth in the Electronic Signatures in Global and National Commerce Act (15 U.S.C. 7001).
 - c. Telephone notice, provided that contact is made directly with the affected individual.
 - d. Substitute notice

- i. If the County demonstrates that the cost of providing notice otherwise would exceed \$250,000, or that the affected class of individuals to be notified exceeds 350,000, or if the County does not have sufficient contact information to provide notice.
 - ii. Substitute notice consists of the following:
 - a. Conspicuous posting of the notice or a link to the notice conspicuously on the County's website; and
 - b. Notification to major statewide television and newspaper media.
4. Notice under this section shall include, at a minimum:
 - a. A description of the breach of security in general terms;
 - b. The approximate date of the breach of security;
 - c. The type of personal information that was subject to the breach of security;
 - d. Contact information for the County;
 - e. Contact information for national consumer reporting agencies; and
 - f. Advice to the individual to report suspected identity theft to law enforcement, including the Attorney General and the Federal Trade Commission.
5. If the County discovers a breach of security affecting more than 1,000 individuals that requires disclosure under this section, the County shall notify, without unreasonable delay, all consumer reporting agencies that compile and maintain reports on individuals on a nationwide basis of the timing, distribution and content of the notice given by the County to the individuals and shall include in the notice any police report number assigned to the security breach. The County may not delay notifying individuals in order to notify consumer reporting agencies.

6. Licensing Agreements

If the County maintains or possesses personal information through a licensing agreement with another entity, the Risk Manager shall notify the owner or licensee of any breach of security immediately following discovery of such breach of security.

E. Safeguards for Personal Information

1. The County shall develop, implement and maintain reasonable safeguards to protect the security, confidentiality and integrity of personal information, including safeguards that protect the personal information during disposal of the personal information.
2. Reasonable safeguards include, but are not limited to:
 - a. Compliance with state or federal laws that provide greater protection to personal information than the protections that required by this policy, including:
 - i. Regulations promulgated under Title V of the Gramm-Leach-Bliley Act of 1999 (15 U.S.C. 6801 to 6809 as in effect on January 1, 2020, if personal information that is subject to ORS 646A.600 to 646A.628 is also subject to the Act;
 - ii. Compliance with regulations that implement the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (45 C.F.R. parts 160 and 164) and the Health Information Technology for Economic and Clinical Health Act of 2009 (P.L. 111-5, Title XIII, 123 Stat. 226), as those Acts were in effect on January 1, 2020, if personal information that is subject to ORS 646A.600 to 646A.628 is also subject to those Acts.
 - b. Implementation of an information security program that includes administrative safeguards such as:

- i. Designating one or more employees to coordinate the security program;
 - ii. Identifying reasonably foreseeable internal and external risks with reasonable regularity;
 - iii. Assessing whether existing safeguards adequately control the identified risks;
 - iv. Training and managing employees in security program practices and procedures with reasonable regularity;
 - v. Selecting service providers that are capable of maintaining appropriate safeguards and practices, and requiring the service providers by contract to maintain the safeguards and practices;
 - vi. Adjusting the security program in light of business changes, potential threats or new circumstances; and
 - vii. Reviewing user access privileges with reasonable regularity;
- c. Technical safeguards such as:
- i. Assessing risks and vulnerabilities in network and software design and taking reasonably timely action to address the risks and vulnerabilities;
 - ii. Applying security updates and a reasonable security patch management program to software that might reasonably be at risk of or vulnerable to a breach of security;
 - iii. Monitoring, detecting, preventing and responding to attacks or system failures; and
 - iv. Regularly testing, monitoring and taking action to address the effectiveness of key controls, systems and procedures; and
- d. Physical safeguards such as:
- i. Assessing, in light of current technology, risks of information collection, storage, usage, retention, access and disposal and implementing reasonable methods to remedy or mitigate identified risks;
 - ii. Monitoring, detecting, preventing, isolating and responding to intrusions timely and with reasonable regularity;
 - iii. Protecting against unauthorized access to or use of personal information during or after collecting, using, storing, transporting, retaining, destroying or disposing of the personal information; and
 - iv. Disposing of personal information after the County no longer needs the personal information for business purposes or as required by local, state or federal law by burning, pulverizing, shredding or modifying a physical record and by destroying or erasing electronic media so that the information cannot be read or reconstructed.
 - v. Contracting with another person engaged in the business of record destruction to dispose of personal information in a manner that is consistent with this section.

F. Exceptions

This Policy does not apply in instances where the County is required to comply with notification requirements or breach of security procedures that provide greater protection to personal information, and at least as thorough disclosure requirements, pursuant to the rules, regulations, procedures, or guidelines established by state or federal regulations.

F-06: Public Records Requests

A. Purpose

To set forth the County procedures when members of the public request records pursuant to Oregon's Public Records Laws.

B. General Policy

Public records of the County shall be maintained and managed in a manner that protects the integrity of the records. Public records shall be maintained from the time of creation to the time of final disposition in accordance with the public records archiving requirements of state law.

C. Definitions

"Custodian" refers to a public body mandated, directly or indirectly, to create, maintain, care for or control public records. The Board of County Commissioners is the custodian of all public records for Josephine County, except those where another elected official is the custodian. "Custodian" does not include a public body that has custody of a public record as an agent of another public body that is the custodian, unless the public record is not otherwise available.

"Public Record" has the meaning established in ORS 192.005. It refers to all information that is prepared, owned, used or retained by the County and that relates to one or more of its particular functions.

D. Roles and Responsibilities

The Board of County Commissioners has designated the Josephine County Information Technology Department's Web and Public Information Coordinator as the Records Management Officer (RMO) to coordinate the County's Public Records Management Program in accordance with ORS 192.105 (2)(a).

1. All decisions by the RMO regarding public records for which the Board of County Commissioners is the custodian are considered decisions of the Board of County Commissioners. Decisions of the Board of County Commissioners are appealable to the District Attorney in accordance with ORS 192.415.
2. Decisions regarding public records for which an Elected Official is the custodian are considered decisions of the Elected Official. Elected Officials may choose to make their own public records determinations rather than the RMO, or have the RMO make the decision on the Elected Official's behalf. Decisions of an Elected Official are appealable to the Circuit Court in accordance with ORS 192.427.

E. Training

Newly hired County employees will complete basic training on public records requirements as part of the County's new employee orientation training. Subsequent training will be incorporated as part of regular employee training.

F. Procedures

The County shall respond to all requests for public records as timely as possible, consistent with the proper exercise of judgment relating to the type and volume of documents requested and the County's other duties. All offices and departments shall abide by applicable state laws when processing requests for public records.

1. Information and Records Requests

a. Informal Requests for Information

Requests for information that are not submitted through the formal Public Record Request form should be carefully evaluated prior to response. Where the request seeks records or information that may not be subject to Public Records Law, the requestor should be referred to the Public Records Request form.

Where the request can be satisfied by directing the requestor to publicly available information, the responder may do so.

b. Unless otherwise provided herein, all public records requests shall be forwarded to the RMO upon receipt.

c. Records Routinely Provided in Due Course of Business

Where specific records are routinely provided in the due course of business, departments may request ongoing authorization to release such records without forwarding such requests to the RMO. The RMO shall consult with Legal Counsel prior to such authorization being granted. Such authorization may be revoked at the discretion of the Board of County Commissioners.

d. Elected Official records. Where an elected official chooses to make their own determination, such requests shall be forwarded to the elected official and no review by the RMO shall be completed.

2. Procedure

a. Intake

Persons requesting Public Records shall complete a standard Public Records Request form. Request forms shall be available at each County office and on the County's intranet and Internet.

b. Processing

After the department receives the completed Public Records request form, the Department Head or designee shall either obtain all records believed to satisfy the request, or shall contact the RMO with an estimate of the number of hours that will be required to satisfy the request. The Department Head or designee shall then forward the following information to the County RMO:

- i. The completed Public Records Request form;
- ii. A copy of the records requested, or access to electronic records; and
- iii. A statement of the amount of time spent gathering the records to send to the RMO.

c. Exempt, confidential, or privileged records

- i. The RMO will then review the records, and request a deposit from the requester if needed. Upon payment of the deposit, if required, the RMO will then determine which records or portions of records are exempt from disclosure under Public Records laws.
- ii. All records which may be confidential under HIPAA or other confidentiality laws shall be marked "Confidential" on the envelope.
- iii. The RMO will redact records where portions of the records are exempt from disclosure.
- iv. The RMO may seek assistance from Legal Counsel in determining release or redaction.
- v. The Board of County Commissioners shall have the sole authority to waive attorney-client privilege or confidentiality on behalf of the County.

d. Disclosure

The RMO will then make a copy of the Public Records to be released, and provide copies of the records to the requester or contact the requester for pickup. In lieu of mailing or providing the records, the RMO may allow the requester to view the records in a designated meeting space at the Josephine County Courthouse.

e. Fees and Charges

There will be no cost for hard copies if the request can be entirely processed and provided electronically. There will be no cost for labor if the request can be met within 15 minutes; all other requests will be charged at rates established pursuant to the Uniform Fee Procedure. Charges shall be based upon the rate set for the personnel who compile, review, copy or in any way process records in response to a request. If a requester wishes to review the materials with no copies made, a charge for requisite staff time and document production may be assessed. If the estimated charges exceed \$25, the County may require a 100% deposit. When a fee will exceed \$25, the County shall obtain written confirmation of the requester's assent to the fee prior to processing the request.

G. Special Situations

1. Retained records may be subject to public disclosure upon request, even if their retention was not required by law. The statutes requiring public disclosure of records apply more broadly than the statutes requiring records to be retained.
2. The County is not required to create public records that would not otherwise exist; however, documents may be created as directed by the Board of Commissioners.
3. Only the official copy of a public record must be retained. Duplicate copies need not be retained.
4. All emails, correspondence, and documents involving Legal Counsel may be exempt from disclosure as attorney-client privileged information.

F-07: Records Retention

A. Definitions

“Authorized Retention Schedule”: Either a General Schedule published by the State Archivist in the OAR in which certain common public records are described or listed by title and a retention period is established for each.

“Cloud-computing”: Has the meaning established in the National Institute of Standards and Technology (NIST) Special Publication 800-145.

“Instant Messaging”: Real-time text communications between or among computers or mobile devices over the internet or functionally similar communications networks.

“Metadata”: Data that provides information about other data. Metadata assists in resource discovery by allowing resources to be found by relevant criteria, identifying resources, bringing similar resources together, distinguishing dissimilar resources and giving location information.

“Public Record”: Has the meaning established in ORS 192.005. With a few exceptions, all government records of any kind are considered public records. A public record is any writing with information about the conduct of public business that is prepared, owned, used or retained by a public body. Refer to the Secretary of State’s guide for determination of a public record: <https://sos.oregon.gov/archives/Documents/recordsmgmt/rc/oregon-public-records-law-citations.pdf>.

“Social Media”: Web-based and mobile communication technologies that allow the creation and exchange of user-generated content such as comments or responsive postings. Examples of social media include but are not limited to X, Flickr, blogging sites, Facebook, YouTube and Instagram.

“Text Messaging”: Messages exchanged between fixed-line phones or mobile phones and fixed or portable devices over a network. Excluded from the definition of text messages are electronic mail (email) communications, whether such messages are exchanged among or between official state government email accounts or email accounts maintained by private entities.

“Integrated Communications”: Packaged services or user profiles available to agencies (e.g., instant messaging, video conferencing, telephony, call management and call control across multiple systems, etc.).

B. Public Records Maintenance

Public records must be maintained and managed in a manner that protects the integrity of the records within Josephine County without regard to the technology or medium used to create or communicate the record, from the time of creation of a public record to the time of final disposition of the public record as determined by their authorized records retention schedule.

1. Education and Training

Basic public records training will be completed as a component of new employee orientation training and incorporated as part of regular employee training.

2. Access and Ownership

Josephine County will have custody and control over its public records, without regard to how those records are stored. Through ongoing review of technological advances, Josephine County will ensure all public records are maintained and accessible for as long as required by authorized retention schedules or litigation holds. Josephine County’s disaster mitigation process is addressed in the [TITLE OF PLAN” and incorporated by reference.

3. Integrity

Josephine County will ensure appropriate access and version controls are applied to all electronically stored records from record creation to final disposition. The authenticity of each record can be demonstrated either by certified copy of paper records or via accompanying metadata for all electronic records.

C. Retention Requirements

Josephine County will preserve and classify public records according to ORS chapter 192 and OAR chapter 166-150. Specific time periods for retention of public records may be found at: <https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=589>

1. Cloud Computing

Josephine County practices and procedures with respect to public records management in the Cloud will comply with OAR chapter 166-150.

2. Email

a. Official Email Accounts

In most circumstances, emails sent to or from an employee's official email account will meet the definition of a public record. Therefore, this policy requires that virtually all email messages composed or sent using employees' official equipment or official email addresses be for primarily business purposes. When Josephine County receives a public records request, all official email accounts and systems used for County business are subject to search and production.

b. Personal Email Accounts

If employees must use personal email accounts to conduct County business, Josephine County requires that employees copy their official email accounts on all such outgoing communications and forward any received messages on which their official email accounts are not copied, immediately or as soon thereafter as practicably possible.

3. Instant and Text Messaging

Josephine County employees may use text messaging to communicate factual and logistical information related to County business, only if that information has been documented elsewhere or will be documented and retained as a separate public record according to the agency's authorized records retention schedule. In the absence of separate documentation, employees are not to use text messages for official purposes other than for routine communications that do not meet the definition of a public record.

a. Examples of Acceptable Uses

- i. Scheduling
- ii. Requesting a call or email on a matter, without substantive discussion
- iii. Requesting or offering logistical assistance
- iv. Forwarding any person's contact information
- v. Explaining your current whereabouts or inquiring about someone else's
- vi. Describing or inquiring about facts or events that do not relate to the substance of the agency's work, or that have been or necessarily will be separately recorded.

b. Unacceptable Use

Josephine County employees must avoid communicating County business or engaging in discussions regarding County business over text message. If an employee uses text message to communicate information (not otherwise documented) related to County business, such discussion is to be immediately converted and saved in a separate public record format (e.g., by forwarding the relevant text messages to their official County email).

- i. Because Josephine County requires that no text message-based public records be created – or if they are created, that they be converted and saved in an alternate format, which would serve as the official copy of the record – Josephine County will not retain text messages.
- ii. Employees’ personal electronic devices should not be used to transmit text messages related to County business. Personal devices are subject to search if used to transmit text messages regarding County business or information related to an employee’s work that rises to the level of creating a public record.

4. Social Media

Any content Josephine County places on any social media platform must be an accurate copy of an official record that is retained elsewhere by Josephine County per the authorized records retention schedules. As described in Administrative Policy F-1, social media content must be accurately captured and retained per applicable record retention schedules.

5. Unified Communications

Josephine County will identify public records created by use of active Unified Communications features and ensure those records are appropriately managed according to authorized records retention schedules as well as other applicable state and federal policies and laws.

6. Voicemail

Unless otherwise required, Josephine County will not retain messages on voicemail. Email or written transcriptions of voicemails that are determined to be public records will be retained according to authorized retention schedules and may be subject to public disclosure upon request.

D. Storage and Retrieval

1. Paper Records

Josephine County will maintain a filing system of the agency’s paper records based on authorized retention schedules. The filing system will include the location of records, retention periods and procedures for retrieval to ensure accessibility of agency records.

2. Electronic Records

Josephine County will maintain a filing system and naming conventions for all agency records stored in electronic format based on the agency’s authorized retention schedules. The filing system and naming conventions will include the location of records in agency directories, retention periods, access controls and privacy conditions to support management of the agency’s inventory of electronic records.

3. Legal documents may be retained in an offsite/thin client repository on servers that are not maintained by the County Information Technology Department.

4. Legal documents that are not in an electronic format should be scanned and retained electronically as they come in (not retroactively), or retained in physical files for as long as feasibly possible.

5. All records that may be exempt from disclosure shall be stored in a locked cabinet or have

electronic access restricted to only those employees that require access.

E. Disposition and Destruction of Public Records

Josephine County will dispose of or destroy public records, regardless of the format, according to the requirements of authorized records retention. Unless there is good cause to retain a record beyond its scheduled retention period, records should be disposed of or destroyed at the conclusion of the retention period. For any record not accounted for in the retention schedule, employees should consult with Legal Counsel regarding the retention and disposition.

Article G: Complaints & Claims

G-01: Responding to Citizen Complaints

A. Receipt of Information

The Board of County Commissioners deem it beneficial to the receipt of timely and complete information and the administration of law that the Board and other County officials receive information from citizens of this county regarding apparent violations of County policy, ordinances, and/or other laws for which County officials are charged with enforcement.

B. Confidentiality of Reports

The Board of County Commissioners recognizes that the intent, custom, practice and general understanding among citizens is that complaints can be provided in confidence. It is also recognized that public disclosure of such complaints would undermine the complaint process, diminish the number and scope of such reports, impair the flow of citizen information available to the Board and other appropriate County officials, and impair the enforcement of county ordinances and other laws.

In order to facilitate the receipt of information, the investigation of reported violations, and the enforcement of state and local laws, the Board of County Commissioners declares that citizen complaints received by the Board or any of its employees or agents, by any means of communication, can be categorized as confidential and not subject to mandatory disclosure, consistent with Oregon Public Records Law.

C. Investigation of citizen reports

County departments will review and, if appropriate, investigate citizen complaints using current departmental procedures and policies, established County policies and ordinances, and state and federal law. County departments will provide a review procedure that is prompt, courteous, fair and effective, to determine whether there are reasonable grounds to believe that the complaint is valid.

1. Unless otherwise established in this policy, each department shall establish a procedure for receiving and responding to citizen complaints that includes at least the following provisions:
 - a. Citizens should expect a response within five (5) business days, acknowledging the complaint and providing either the outcome or an update/estimated timeline for resolution.
 - b. A report involving actions of an employee should be copied to Human Resources and the Risk Manager within one (1) business day of receipt. Complaints involving the actions of an employee shall be addressed pursuant to Personnel Policy Article 11.
 - c. A report involving damage, loss, or possible claims should be copied to the Risk Manager within one (1) business day of receipt. The Department Head will work with the Risk Manager in responding to the complaint pursuant to Administrative Policy G-2.
2. Where external agencies have oversight and/or enforcement authority (e.g. Federal Aviation Authority), those agency reporting procedures shall control, however, County policy shall also be followed.
3. Land Use Zoning and Building Safety reports

Investigations into violations of Title 19 of the Josephine County Code (JCC) can be initiated only by a written citizen complaint, or by a written complaint from another county office or department, or from another governmental agency. Citizen reports made to the County Planning and Building Safety Divisions within the Community Development Department regarding alleged violations of laws will be investigated:

- a. Upon receipt of a written, signed complaint from one (1) or more citizens, if the citizen does not require that the complaint remain confidential; or
 - b. Upon receipt of written, signed complaints regarding the same violation(s) from at least three (3) citizens of separate households, living within a one-half (1/2) mile radius (if practicable) or regularly in the vicinity of the property with the alleged violation, if the citizens require that the complaints remain confidential. The Community Development Director has discretion to accept only confidential complaints that include allegations of criminal activity, and discretion to initiate investigation based on one confidential complaint if there is an immediate threat to physical safety.
 - c. Priority for investigation of citizen complaints, and for any subsequent enforcement actions, will be assigned according to the level of danger the situation presents to public health and/or safety. Violations of JCC Title 8 take priority over violations of JCC Title 19.
 - d. Governmental complaints will be prioritized for investigation above other complaints, as will complaints reports that are accompanied by corroborating evidence such as photos or video.
4. Environmental Health reports

Investigations and enforcement actions regarding alleged violations of solid waste regulations will be initiated pursuant to the process set out in Title 8.10 of the Josephine County Code.

G-02: Claims for Damages

A. Form of Claims

Claims against the County for damages allegedly suffered by a claimant may be received in one of the following forms:

1. A formal report using the Josephine County Incident Report form (Incident Reports). Citizens submitting informal reports (oral or written) should be directed to complete the formal report form before the incident will be reviewed. Incident reports should be accompanied by: photographs (of damage and area), documentation of repairs (actual or formal estimates), copies of any law enforcement reports, and other documentation of the incident where applicable.
2. A formal document entitled "Notice of Tort Claim" or words to that effect.
3. An actual lawsuit.

B. Review and Investigation

1. All claims against the County should be forwarded to the County Risk Manager within one (1) business day, with a notation of the date, time, method, and employee receiving it. The Risk Manager shall ensure County Legal Counsel has been notified of all Notice of Tort Claim or actual lawsuits received.
2. The Risk Manager shall promptly review all claims and work with the Department Head, or their designee, to resolve any matters internally, when reasonable. Resolution may be a denial of County responsibility or an agreement to pay some or all of the loss. All Incident Reports that cannot be quickly addressed internally, and all Notice of Tort Claim and actual lawsuits received shall be forwarded to the County's insurer. Only Risk Management may reach out to CIS

C. Internal Claims

Claims Handled Internally. For claims under \$1,000, the Department Head, after consultation with the Risk Manager, shall have the discretion whether to pay a claim handled internally. Department Heads, after consultation with the Risk Manager, may recommend that a claim greater than \$1,000 be handled internally, with the final decision made by the Board of County Commissioners. Claims handled internally will require a formal release of claims.

D. Claims Submitted to Insurer

The County's insurer has the discretion on resolving or settling claims referred to the insurer, after consultation with County Legal Counsel and/or the Risk Manager.

E. Board Updates

Legal Counsel and/or the Risk Manager will update the Board of Commissioners monthly regarding pending claims and litigation, and the Board may decide whether or to what extent to follow a matter further.

G-03: Responding to Written Grievance Regarding Public Meetings

- A. Written grievances submitted to any Josephine County public body pursuant to ORS 192.705 alleging violation of public meeting law shall be investigated and responded to by the Legal Counsel's Office.
- B. Written grievances received by any County public body shall be immediately forwarded to the Legal Counsel's Office for investigation and preparation of a response.
- C. Draft responses will be discussed with the public body in an executive session prior to submitting the response.
- D. All written grievances filed pursuant to ORS 192.705 shall be responded to within twenty- one (21) days of receipt and shall comply with the requirements of ORS 192.705(2) and (3).
- E. The Legal Counsel's Office shall be responsible for submitting the response to the complainant, with a copy to the Oregon Government Ethics Commission.

G-04: Small Claims Actions

A. General Policy

On occasion a department may become involved, either as a prospective plaintiff or as a defendant, in an action in the Small Claims Court. It is important that certain decisions be made regarding whether to file a case, whether to file an answer, whether to demand a jury trial, etc. As a legal matter, it is necessary that there be further review, outside the department, before the department (or one of its employees acting in the course of county duties) becomes involved, either as a plaintiff or defendant, in an action in Small Claims Court.

B. Procedures

1. A department shall notify County Legal Counsel and the Risk Manager before (a) as a plaintiff filing or (b) responding as a defendant to, an action in Small Claims Court.
2. The Risk Manager and/or County Legal Counsel will make a recommendation regarding what action, if any, the department should take on behalf of the county in these situations.
3. When legal action in Small Claims Court is appropriate, County Legal Counsel shall represent the department.

Article H: Miscellaneous Polices

H-01: Excessive Force

Josephine County prohibits the use of excessive force and prohibits barring entrances to or exits from locations where nonviolent civil rights demonstrations are being held.

Specifically:

- A. Josephine County law enforcement personnel shall not use excessive force against any individuals engaged in nonviolent civil rights demonstrations, and
- B. Applicable state and local laws that prohibit physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction shall be enforced.

List of Archived Polices

Policy # (Adoption Year)	Policy Title	Adopt/Update Date/Order	Action	Action Date/Order
A-01 (2000)	Core Values Leadership Team	8/16/2000 2000-059	Repealed	TBD
A-02 (2003)	Adoption, Amendment, or Repeal of Policies & Procedures	10/29/2003 2003-083	Repealed	TBD
A-03 (2017)	Department Head or Elected Official Changeover	5/1/2017 2017-024	Repealed	TBD
A-04 (2009)	Advisory Bodies (Boards, Commissions, Committees, Sub Committees)	11/14/2019 2009-013	Repealed	TBD
A-05 (2017)	Responding to Citizen Complaints	2/17/2017 2017-006	Repealed	TBD
A-06 (1992)	Sales, Solicitation, and Fund Raising in County Buildings and on Adjacent County Property	12/23/1992 1992-119	Repealed	TBD
A-07 (1992)	Bulletin Boards	12/23/1992 1992-119	Repealed	TBD
A-08 (1992)	Confidentiality of Medical Claims Information	12/23/1992 1992-119	Repealed	4/2/2010 2010-063
A-09 (2010)	Use of County Office Materials, Supplies, or Services for Personal Use	4/2/2010 2010-063	Repealed	TBD
A-10 (1992)	Signature Authorizations	12/23/1992 1992-119	Repealed	TBD
A-11 (1992)	TDD Telephone Service for Hearing Impaired	12/23/1992 1992-119	Repealed	TBD
A-12 (1992)	Notary Publics	12/23/1992 1992-119	Repealed	TBD
A-13 (1994)	Evacuation	5/25/1994 1994-054	Repealed	2/23/2010 2010-007
A-15 (1994)	Notification of Department/Office Closures	8/3/1994 Memo	Repealed	TBD
A-16 (2023)	Media Policy	5/22/2023 2023-021	Repealed	TBD
A-17 (2020)	Use of Josephine County Logo and Adoption of Josephine County brand Guidelines	2/19/2020 2020-011	Repealed	TBD
A-18 (2020)	Commissioner Liaison Authority Policy	11/4/2020 2020-049	Repealed	8/7/2024 2024-047
A-19 (2014)	Section 3 Plan	1/22/2014 2014-003	Repealed	TBD
B-01 (2013)	Establishment and Use of Petty Cash	7/10/2013 2013-034	Repealed	TBD

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B-02 (2013)	Establishment and Use of Credit Cards	7/10/2013 2013-034	Repealed	TBD
B-03 (2005)	Capital and Non-Capital Assets	7/6/2005 2005-058	Repealed	TBD
B-04 (2010)	Payroll Time Sheets	4/2/2010 2010-063	Repealed	TBD
B-05 (1994)	Deposit of Cash and Checks with the Treasurer	5/25/1994 1994-054	Repealed	TBD
B-06 (2005)	Establishment and Use of Purchasing Cards	10/12/2005 2005-129	Repealed	TBD
B-7 (2009)	Request for Emergency Payroll Draw	10/16/2009 2009-045	Repealed	7/23/2024 2024-044
B-08 (2020)	Contract Signing Authority	9/16/2020 2020-038	Repealed	TBD
B-09 (2013)	Personal Credit Cards	7/10/2013 2013-034	Repealed	TBD
B-10 (2023)	Purchasing	12-6-2023 2023-085	Repealed	TBD
B-11 (2022)	Management of Federal Funding	8/31/2022 2022-024	Repealed	TBD
C-01 (2008)	Equal Employment Opportunity – Nondiscrimination	10/21/2008 2008-048	Repealed	10/6/2011 2011-044
C-02 (2008)	Accommodating the Disabled	10/21/2008 2008-048	Repealed	10/6/2011 2011-044
C-03 (2008)	Harassment	10/21/2008 2008-048	Repealed	10/6/2011 2011-044
C-04 (1995)	Smoke Free Workplace	9/27/1995 Res 1995-091	Repealed	10/6/2011 2011-044
C-05 (1992)	Injured Worker Policy	12/23/1992 1992-119	Repealed	1/15/2010 2010-002
C-06 (2010)	Employee Parking	1/15/2010 2010-002	Repealed	10/6/2011 2011-044
C-07 (1992)	Employee Computer Purchase Plan	12/23/1992 1992-119	Repealed	1/15/2010 2010-002
C-08 (2008)	Regular Part-Time Employees, Temporary County Employees, and Independent Contractors	3/19/2008 2008-012	Repealed	TBD
C-09 (2010)	Jury Duty	2/23/2010 2010-007	Repealed	10/6/2011 2011-044
C-10 (1992)	AIDS/AIDS Education Policy	12/23/1992 1992-119	Repealed	1/15/2010 2011-002
C-11 (1992)	Position Descriptions	12/23/1992 1992-119	Repealed	10/6/2011 2011-044
C-12 (2010)	Drug Free Work Place	2/23/2010 2010-007	Repealed	10/6/2011 2011-044
C-13 (2010)	Absences Due to County Emergencies or Severe Inclement Weather	2/23/2010 2010-007	Repealed	10/6/2011 2011-044
C-14 (2010)	Conflicts of Interest; Gifts	2/23/2010 2010-007	Repealed	10/6/2011 2011-044

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C-15 (2010)	Job Share	2/23/2010 2010-007	Repealed	10/6/2011 2011-044
C-16 (2010)	Employment Termination	2/23/2010 2010-007	Repealed	10/6/2011 2011-044
C-17 (2010)	Employment Applications	5/24/1994 1994-054	Repealed	10/6/2011 2011-044
C-18 (1992)	Final Paycheck to Terminated Employees	12/23/1992 1992-119	Repealed	1/15/2010 2010-002
C-19 (1992)	Resignation Date/Last Day Worked by a Terminating Employee	12/23/1992 1992-119	Repealed	1/15/2010 2010-002
C-20 (1992)	Merit Award Plan	12/23/1992 1992-119	Repealed	10/6/2011 2011-044
C-21 (1992)	Establishment of New Positions Within the County	12/23/1992 1992-119	Repealed	3/6/2009 2009-007
C-22 (1992)	Parental Leave	12/23/1992) 1992-119	Repealed	1/15/2010 2010-002
C-23 (2010)	Personal Appearance	1/15/2010 2010-002	Repealed	10/6/2011 2011-044
C-24 (1992)	Personnel Files	12/23/1992 1992-119	Repealed	10/6/2011 2011-044
C-25 (2010)	Political Activity by County Employees	1/15/2010 2010-002	Repealed	10/6/2011 2011-044
C-26 (2017)	Position Requisitions	5/1/2017 2017-024	Repealed	TBD
C-27A (2017)	Alcohol and Drug Testing Program – Federal Motor Carrier Safety Administration, Department of Transportation (49 CFR 382, 49 CFR 40, as amended)	5/1/2017 2017-024	Repealed	TBD
C-27B (2017)	Alcohol and Drug Testing Program – Federal Transit Administration, Department of Transportation (49 CFR 655, 49 CFR 40, as amended)	5/1/2017 2017-024	Revised	7/9/2024 2024-042
C-27B (2024)	Alcohol and Drug Testing Program – Federal Transit Administration, Department of Transportation (49 CFR 655, 49 CFR 40, as amended)	7/9/2024 2024-042	Repealed	TBD
C-28 (2010)	Employee Performance Management and Discipline	2/23/2010 2010-007	Repealed	10/6/2011 2011-044
C-29 (2005)	Rehiring County Retirees	2/16/2005 2005-014	Repealed	TBD
C-30 (2010)	Volunteer Program	1/15/2010 2010-002	Repealed	TBD
C-31 (2010)	Use of Computers and Other Technology	1/15/2010 2010-002	Repealed	10/6/2011 2011-044
C-32 (2003)	Occupational Law Enforcement Equipment Plan	12/17/2003 2003-094	Repealed	TBD
C-33 (2017)	Personnel Actions	5/1/2017 2017-024	Repealed	TBD
C-34 (2006)	Cellular Phones	3/22/2006 2006-055	Repealed	1/15/2010 2010-002

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C-35 (2008)	Nepotism	11/14/2008 2008-056	Repealed	10/6/2011 2011-044
C-36 (2010)	Employee Identification Badges	2/23/2010 2010-007	Repealed	10/6/2011 2011-044
C-37 (2010)	Employee Conduct	1/15/2010 2010-002	Repealed	10/6/2011 2011-044
C-38 (2017)	Reimbursement for DPSST Training Costs	5/1/2017 2017-024	Repealed	TBD
D-01 (1992)	Vehicle Acquisition and Maintenance Policy	12/23/1992 1992-119	Repealed	TBD
D-02 (1994)	Emergency Equipment in County Vehicles	5/25/1994 1994-054	Repealed	2/23/2010 2010-007
D-03 (1994)	Employee Driver Qualifications	5/25/1994 1994-054	Repealed	2/23/2010 2010-007
D-04 (1994)	Volunteers, Interns, or Other Contractual Employees Who Drive County or Private Vehicles on County Business	5/25/1994 1994-054	Repealed	7/9/2003 2003-055
D-05 (2007)	Vehicle Operation	2/7/2007 2007-002	Repealed	10/6/2011 2011-044
D-06 (2007)	County Business Travel	2/7/2007 2007-003	Repealed	10/6/2011 2011-044
E-01 (1992)	Use of County Facilities and Meeting Rooms	12/23/1992 1992-119	Repealed	TBD
E-02 (1992)	Rental/Lease Agreements	12/23/1992 1992-119	Repealed	TBD
E-03 (2006)	Computer Hardware and Software Purchases	10/25/2006 2006-173	Repealed	TBD
E-04 (1994)	Personal Computer Policy	5/25/1994 1994-054	Repealed	TBD
E-05 (2018)	Marijuana Use of County Property	4/11/2018 2018-005	Repealed	TBD
E-06 (2023)	Removal of Encampments on County-Owned Property	10/25/2023 2023-070	Repealed	TBD
F-01 (1992)	Actions in Small Claims Court	12/23/1992 1992-119	Repealed	TBD
F-02 (1992)	Legal Review of Documents being Developed or Revised	12/23/1992 1992-119	Repealed	TBD
F-03 (1992)	Processing Claims for Damages	12/23/1992 1992-119	Repealed	TBD
F-04 (1992)	Applicability of Public Meeting Law Requirements for County Advisory Groups	12/23/1992 1992-119	Repealed	TBD
F-05 (2021)	Public Records Requests	5/5/2021 2021-021	Repealed	TBD
F-06 (2023)	Disposition of Tax Foreclosed Real Property	11/29/2023 2023-080	Revised	6/4/2024 2024-033
F-06 (2024)	Disposition of Tax Foreclosed Real Property	6/4/2024 2024-033	Repealed	TBD
G-01 (2010)	Risk Management Policy	4/2/2010 2010-063	Repealed	12/19/2012 2012-059

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G-02 (2010)	Bloodborne Pathogens – Exposure Control Plan	1/15/2010 2010-002	Repealed	12/19/2012 2012-059
G-03 (2009)	Hazard Communication and MSDS	3/6/2009 2009-007	Repealed	12/19/2012 2012-059
G-04 (2010)	Personal Property Theft	2/23/2010 2010-007	Repealed	TBD
G-05 (2010)	Safety Policy	1/15/2010 2010-002	Repealed	12/19/2012 2012-059
G-06 (2010)	Modifications to County Buildings	2/23/2010 2010-007	Repealed	TBD
G-07 (2013)	Reimbursement for Lost, Stolen, or Damaged County Property	7/10/2013 2013-034	Repealed	TBD
G-08 (1994)	Safety Committee Suggestion Procedure	5/25/1994 1994-054	Repealed	1/15/2010 2010-002
G-09 (2002)	Personal Injury Protection Coverage	8/7/2002 2002-035	Repealed	1/15/2010 2010-002
G-10 (2002)	Uninsured and Underinsured Motorist Coverage	8/7/2002 2002-036	Repealed	1/15/2010 2010-002
G-11 (2010)	Universal Precautions and Safe Handling of Contaminated Objects	1/15/2010 2010-002	Repealed	12/19/2012 2012-059
G-12 (2006)	Insurance and Indemnity Requirements	3/1/2006 2006-042	Repealed	TBD
G-13 (2007)	Consumer Identity Theft Protection	10/17/2007 2007-054	Repealed	TBD
G-14 (2011)	Non Discrimination under Title VI of the Civil Rights Act of 1964	8/5/2020 2020-036	Repealed	TBD
G-15 (2010)	Accident Reporting and Investigation	1/15/2010 2010-002	Repealed	12/19/2012 2012-059
G-15 (2020)	Closure of County Office Due to Emergency Event	8/5/2020 2020-036	Repealed	TBD
G-16 (2010)	Emergency Action and Fire Prevention Plans	1/15/2010 2010-002	Repealed	12/19/2012 2012-059
G-17 (2010)	Ergonomics	1/15/2010 2010-002	Repealed	12/19/2012 2012-059
G-18 (2010)	Personal Protective Equipment	1/15/2010 2010-002	Repealed	12/19/2012 2012-059
G-19 (2010)	Injured Worker Return to Work Program	1/15/2010 2010-002	Repealed	12/19/2012 2012-059