

Josephine County Administrative Policy Manual



Josephine County
Administrative Policy Manual
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*Highlighted indicates mandatory review by employees

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C-04	Smoke Free Workplace	<i>Repealed</i>	2011-044
C-05	Injured Worker Policy	<i>Repealed</i>	2010-002
C-06	Employee Parking	<i>Repealed</i>	2011-044
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JOSEPHINE COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES

INTRODUCTION

The Administrative Policies and Procedures manual of Josephine County includes those policies which have county-wide application. These have been established by the Board of County Commissioners upon recommendation of the Administrative Steering Committee, after review of Department Heads and Elected Officials, and contain summary statements of administrative policy.

The Board Order following this introduction includes a combined adoption of policies and procedures in the initial manual as of December 15, 1992.

The policies in this manual supersede and rescind all pertinent prior memos, board orders, and policies.

History and Purpose

The members of the Administrative Steering Committee (ASC) were selected by all Department Heads and Elected Officials in March of 1992. The Board of County Commissioners (BCC) then charged the ASC with preparing administrative policies for direction and guidance in county operations. The ASC was authorized to review existing policies and procedures and make recommendations to the BCC to standardize, revise, repeal and codify them as indicated. In addition the ASC developed new policies for subjects as required. All policies must be submitted to the BCC for final approval and adoption process.

Any Elected Official or Department Head may submit a proposal for a new policy/procedure, or suggest amendments or revisions for existing policies. Any such proposals must be submitted to the ASC for review and recommendations to the BCC.

The ASC is responsible for administering the review and adoption process for the policies in this manual, as well as for coordinating distribution of manuals and updates. In order to submit a draft policy for consideration of being included in this manual, sponsoring departments must follow the following procedure:

1. Draft the proposed policy, and associated procedure(s), in the correct format (*see* Policy A-2 "Creating, Amending, and Repealing Existing Policies and Procedures")
2. Submit the proposed policy to the ASC for interdepartmental review and recommendations.

Section A

General Administration
Board Of County Commissioners

Josephine County
Administrative Policies & Procedures

Adopted:	December 23, 1992	Chapter A
Effective:	December 23, 1992	General Administration
Revised:	August 16, 2000	Policy A-1

SUBJECT: Core Values Leadership Team

1.0 Purpose

To set forth the policy regarding the composition, roles, and scope of responsibility of the Core Values Leadership Team, previously known as the Administrative Steering Committee.

2.0 General Policy

It is the policy of the County to maintain a Core Values Leadership Team (CVLT), consisting of elected or appointed Department Heads and other County Managers. The roles of the CVLT will include:

- a) making recommendations to the Board of County Commissioners 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:
 - i. partner with BCC to ensure Core Values process is implemented county wide
 - ii. foster implementation and annual evaluation of County Action Plan; make recommendations for updating as necessary to the BCC, and
- f) performing other county-wide administrative tasks that may be assigned by the BCC.

3.0 Policy Guidelines / Procedures

- a) Composition of Core Values Leadership Team. The Core Values Leadership Team shall consist of Elected Officials, Department Heads, and other County Managers.
- b) Participants of the Core Values Leadership Team will be self-selected with approval of the respective Department Head or Elected Official. The Board of County Commissioners may appoint additional management team members to serve as needed.
- c) Monthly meetings will be held by the Core Values Leadership Team to prioritize issues to be discussed with the BCC.
- d) Core Values Leadership Team will meet with the BCC an average of twice monthly. Other meetings may be called as needed by Core Values Leadership Team members or the BCC.
- e) Sub-committees shall be selected by the Core Values Leadership Team for the purpose of addressing single issue concerns. Recommendations will be brought back to the Core Values Leadership Team.
- f) The Human Resources Director will be a standing member of this committee and shall be responsible for providing staffing for the administrative support required by the Core Values Leadership Team.

Josephine County
Administrative Policies & Procedures

Adopted: December 23, 1992
Effective: December 23, 1992
Revised: August 16, 2000
Revised: October 29, 2003
Document Repealed:

Chapter A
General Administration
Policy A-2

SUBJECT: Adoption, Amendment, or Repeal of Policies & Procedures

1.0 Purpose

The Purpose of this Policy is to establish an efficient procedure of adopting, amending, and repealing the County Administrative Policies and Procedures.

2.0 General Policy

It is the Policy of the Board of County Commissioners to receive comments and suggestions from County Employees, Department Heads, and Elected Officials and the public at any time regarding the adoption, amendment, or repeal of County policies. It is further the Policy of the Board to allow for input and feedback from employees, Department Heads, and Elected Officials and the public during the process of adopting, amending, or repealing policies.

3.0 Procedure

- a. Proposals for the adoption of any new County policy or procedure, pro proposals regarding the amendment or repeal of any existing County policy or procedure, shall be made to the Board of Commissioners.
- b. Upon receipt of a proposal regarding a policy or procedure, if the Board of Commissioners makes a determination to proceed with the proposal, the Board may, in its discretion, refer the proposal to Legal Counsel and Risk Management.
- c. After review of the proposal by Legal Counsel and Risk Management, the Board of Commissioners shall direct the preparation of a written draft of the proposed policy for review by the Board and Legal Counsel.
- d. After the Board of Commissioners has reviewed and approved the written draft policy, the Board may forward the draft policy to all Department Heads and Elected Officials for review and comment. The Department Heads and Elected Officials may then distribute the policy for review by employees.
- e. The Board of Commissioners may allow a notice period for review and comment by employees, Department Heads, and Elected Officials.

Josephine County
Administrative Policies & Procedures

- f. At the end of the review and comment period, the Board of Commissioners may make revisions to the proposed policy in response to comments received. If revisions are made, the Board of Commissioners may re-distribute the revised draft of the proposed policy to Department Heads and Elected Officials and may allow an additional period for review and comment.
- g. At the end of the final review and comment period, the policy or procedure shall then be adopted, amended, or repealed by Order of the Board, and shall be distributed to all County departments for placement in the departments' Administrative Policies and Procedures Manual.
- h. 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.

3.1 Creating, Amending or Repealing Policies & Procedures

- a. In order to adopt a new policy and procedure, or modify/repeal an existing policy and procedure, the Board of County Commissioners shall publish legal notice of intent, place it in a formal adoption package, and bring it to the public meeting process for adoption.
- b. The Board of County Commissioners will be responsible for distribution (one copy per department) of the adopted, revised and/or repealed policy.
- c. Upon adopting, revising, or repealing a policy and procedure, the BCC will ensure that documentation of these actions are forwarded to all Department Heads and Elected Officials for their records.

FORMAT SAMPLE

**Josephine County
Administrative Policies & Procedures**

Adopted
Effective:
Revised:
Document Repealed:

Chapter #_____
Chapter Name
Policy #_____

SUBJECT: (Enter the descriptive name of the policy)

1.0 Purpose

(Enter a one-sentence description of the issue(s) this policy is meant to address.)

2.0 General Policy

(As briefly as possible, enter the policy statement in this section.)

3.0 Policy guidelines/procedures

(List the procedures which must be followed in order to comply with the policy. If additional detail on procedures is available in another source (e.g., manual, handbook, etc.), reference the source, and provide only a summary in this section.

- a.
- b.
- c.
- d.

FORMAT SAMPLE

Josephine County
Administrative Policies & Procedures

REVISIONS ONLY

Adopted
Effective:
Revised:
Document Repealed:

Chapter #_____
Chapter Name
Policy #_____

SUBJECT: (Enter the descriptive name of the policy)

1.0 Purpose

(Enter a one-sentence description of the issue(s) this policy is meant to address.)

2.0 General Policy

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(List the procedures which must be followed in order to comply with the policy. If additional detail on procedures is available in another source (e.g., manual, handbook, etc.), reference the source, and provide only a summary in this section.)

- a.
- b.
- c.

Dated this ____ day of _____, 19____ at Grants Pass, Oregon.

JOSEPHINE COUNTY BOARD OF COMMISSIONERS

, Chair

, Commissioner

, Commissioner

Reviewed for form and content by Josephine County Legal Counsel:

, Legal Counsel

Josephine County
Administrative Policies & Procedures

Adopted: December 23, 1992
Effective: December 23, 1992
Revised: April 2, 2010
Document Repealed:

Chapter A
General Administration
Policy A-3

SUBJECT: Department Head or Elected Official Changeover

1.0 Purpose

To set forth the procedures to be used when a Department Head or Elected Official position is changed or vacated due to reorganization, retirement, resignation or termination.

2.0 Policy

When a Department Head/Elected Official change occurs, the Chief Financial Officer and Human Resource Director shall review and update personnel and finance related records, replenish and transfer petty cash funds, insure prompt return of County property by Department Head/Elected Official and coordinate an inventory of County property.

3.0 Policy Guidelines/Procedures

- a. When possible, Department Heads shall give the Board of County Commissioners at least two weeks' written notice of intent to leave County employment. Elected Officials shall inform the Board of County Commissioners in writing of their intent to discontinue their service to the County.
- b. The Chief Financial Officer shall initiate a review of any and all petty cash funds. The Department Head/Elected Official will be responsible for assuring proper documentation is completed regarding replenishing petty cash funds. (See policy regarding establishment and use of petty cash funds.) This documentation shall be submitted to the Finance Department seven (7) days prior to the last day of employment.
- c. An inventory of County property shall be completed prior to the departure of a Department Head or Elected Official. The Chief Financial Officer will provide a report on the results of the inventory to the Board of County Commissioners. All County property shall be returned no later than the last day worked. County property includes, but is not limited to, the following: keys, identification badges, office equipment, documents or records, or other items owned by the County.
- d. The Human Resource Director, or designee, shall ensure that the above procedures are completed when a Department Head/Elected Official changeover occurs, and that

the policies on County termination from employment are followed.

- e. The Board of County Commissioners shall appoint a new or interim Department Head within ten (10) working days of the final day of employment of the departing Department Head. When an interim Department Head is appointed, the Interim Department Head shall be provided a one step increase in current pay, or shall move to step 1 of the current salary range of the departing Department Head (whichever is greater). If the position remains unfilled after six months, the Interim Department Head may be reappointed by the Board of County Commissioners for six (6) additional months and provided with an additional one step salary increase. If a new Department Head has not been hired within one year of the departure of the previous Department Head, the Interim Department Head shall become Department Head.

Josephine County
Administrative Policies & Procedures

Adopted: December 23, 1992
Effective: December 23, 1992
Revised: February 26, 2009
Document Repealed:

Chapter A
General Administration
Policy A-4

SUBJECT: Advisory Bodies (Boards, Commissions, Committees, Sub-Committees)

1.0 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.

2.0 General Policy

The Board of County Commissioners may create new advisory bodies based on its own initiative or on recommendations from staff, citizens or other sources.

All advisory bodies created by the Board of County Commissioners shall report their concerns and recommendations to the Board of County Commissioners rather than taking action or a policy position on behalf of the County upon their own initiative. Exceptions are advisory bodies with statutory authorities, i.e. Planning Commission, Fair Board, etc.

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.

The Board of County Commissioners, based on staff recommendations, may limit the amount of staff time and County fiscal resources committed to serving each committee.

3.0 Policy Guidelines/Procedures

a. Advertisement:

1. Vacancies for advisory bodies shall be advertised for 14 days, unless there is an adequate pool of candidates from a previous advertisement for the same advisory body within the past six months.
2. A shorter (or longer) advertisement period may be utilized upon written request from the staff assigned to the advisory body.

3. Applications shall be accepted at any time and shall be kept for 12 months from the date of the application.
4. 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 to an advisory body.

b. Appointments:

1. The Board of County Commissioners shall select and appoint members of County advisory bodies. The Board of County Commissioners may establish procedures for member selection and appointment to supplement these provisions.
2. Applications for appointment to County advisory bodies shall be filed with the Board of County Commissioners. The Board of County Commissioners shall review applications submitted and may refer applications to advisory bodies for screening and recommendations.
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, 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.

c. Minimum 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
2. Eighteen (18) years of age

These provisions apply unless unusual circumstances, required statutes/ordinances, or the Board of County Commissioners waives these requirements.

d. 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 an additional term. 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.

e. Absences:

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, shall forfeit membership 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.

The chairperson of 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. County staff members or 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.

Before the Board of County Commissioners decides that a position has been vacated by a member for failing to attend meetings, the Board of County Commissioners shall give reasonable opportunity (30 days) to the member to justify the absences in writing to the Board of County Commissioners office.

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.

f. Quorums:

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.

- g. 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.
 - 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.

- h. Communication between Advisory Bodies and the Board of County Commissioners:
 - 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;
 - c. Who called the meeting to order; and
 - d. A signature block for the Board of Commissioners.
 - 2. Committee recommendations for public action must be submitted to the Board of County Commissioners for approval prior to taking action.
 - 3. Each advisory body shall provide the Board of County Commissioners an annual report detailing the body's accomplishments over the past year and proposed work plan for the coming year. The annual report and work plan are due in the Board of County Commissioner's office by February 28 each year unless statutorily required plans are due at different times. It is the responsibility of the department staff liaison to coordinate the development of the annual summary and work plan with the advisory body, and forward the report to the Board of County Commissioner's office for scheduling on their Agenda.

- i. Staff Support:
 - 1. The staff person assigned to an advisory committee shall provide the support determined by the BCC.
 - 2. Staff may participate in committee deliberations, but shall not vote on deliberations.
 - 3. Notifies present advisory body members and the Board of County Commissioners office at least two months prior to the expiration of member's terms.
 - 4. Prepares advisory body agenda packets and provides public notice two weeks prior to the meeting date.
 - 5. Sends a copy of the agenda and original minutes to the Board of County Commissioners office for filing with the County Clerk.
 - 6. Responsible for coordinating and submitting the annual report to the

Board of County Commissioners office.

7. The point of contact for all advisory bodies and staff in the Board of County Commissioners office is the Advisory Board Coordinator.

j. 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 or the Josephine County Charter. Should there be an appearance of conflict, the appropriate state law or the County Charter shall prevail.

k. 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 advisory bodies shall follow Josephine County F-7; Applicability of Public Meeting Law Requirements for County Advisory Bodies. 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.

Josephine County
Administrative Policies & Procedures

Adopted: December 23, 1992

Effective: December 23, 1992

Revised:

Policy A-5

Document Repealed:

SUBJECT: Responding to Citizen Complaints

1.0 Purpose

To establish County policy and procedures regarding the County's response to citizen complaints.

2.0 General Policy

It is the policy of the Board of County Commissioners to maintain an open line of communication with citizens of Josephine County to assist in the receipt of information regarding the apparent violation of County ordinances or other laws. Information provided by citizens will not be disclosed to the public if it can reasonably be considered confidential, and if the public interest would suffer by disclosure.

Oregon Revised Statutes 192.502(3) provides an exemption for information submitted to a public body in confidence and not otherwise required by law to be submitted, where such information should reasonably be considered confidential, where the public body has obliged itself in good faith not to disclose the information, and where the public interest would suffer by disclosure.

3.0 Policy Guidelines/Procedures

- a. The Board of County Commissioners deem it beneficial to the receipt of timely and complete information and the administration of law that the BCC and other County officials receive information from citizens of this county regarding apparent violations of County ordinances and other laws for which County officials are charged with enforcement.
- b. The BCC recognizes that the intent, custom, practice and probable general understanding among citizens is that these complaints are received in confidence. It is also recognized that public disclosure of such complaints would undermine the reporting process, diminish the number and scope of such reports, impair the flow of citizen information available to the BCC and other appropriate County officials, and impair the enforcement of county ordinances and other laws.

Josephine County
Administrative Policies & Procedures

Response to Citizen Complaints

Page 2 of 2

- c. This Board of County Commissioners has availed itself of this exemption from mandatory disclosure under the Oregon Public Records Law which would otherwise apply.
- d. Therefore, any complaints received by the BCC (including through any of its agents) by means of communication are declared to be confidential, and not subject to mandatory disclosure, consistent with the Oregon Public Record Law.

Josephine County
Administrative Policies & Procedures

Adopted: December 23, 1992

Effective: December 23, 1992

Revised:

Policy A-6

Document Repealed:

SUBJECT: Sales, Solicitation, and Fund Raising in County Buildings and on Adjacent County Property

1.0 Purpose

To establish County policy and procedures regarding limitations on private or public sales, solicitations, raffles, fund raising activities, or other such promotions in County buildings and on adjacent County property.

2.0 General Policy

It is the policy of the County to restrict all private sales, for individual profit, solicitations, fund raising, or other such promotions on County Property. However, the Board of County Commissioners recognize the importance of legitimate fund raising efforts of public and private nonprofit organizations on behalf of the citizens they serve, especially during times of fiscal restraint. Therefore, the procedures below provide guidelines for seeking approval of such requests from the Department Head or Elected Official who is the responsible authority for such space.

3.0 Policy Guidelines/Procedures

- 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 or Elected Official. In no case shall such activities interfere with ongoing County operations.
- b. The County Fairgrounds and 4-H/Extension Service 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.
- d. 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.

Josephine County
Administrative Policies & Procedures

Adopted:	December 23, 1992	Chapter A
Effective:	December 23, 1992	General Administration
Revised:		Policy A-7
Document Repealed:		

SUBJECT: Bulletin Boards

1.0 Purpose

Notices that affect employees will be posted on County bulletin boards, including information on safety, union matters, and policy changes.

2.0 General Policy

The County will maintain two categories of bulletin boards. Exterior Bulletin Boards are those which are located in public areas such as hallways. Interior Bulletin Boards are located within a specific department, and will include sections, or separate bulletin boards for County/Department information, and for union communications.

3.0 Policy Guidelines/Procedures

- a. 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 for the building.
- b. Internal Bulletin Boards are maintained for the purposes of communicating legally required information, sharing County wide and Department specific information, and providing an avenue for union communication. They may also be used to display departmental information, news, and items of interest, value, or help to employees.
- c. Each Department Head and Elected Official will ensure that there is a designated bulletin board section or separate bulletin board clearly labeled for union communications. Union members are responsible for any and all union information which is posted.
- d. 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.
- e. In all instances, notices on exterior bulletin boards are to be dated and remain on the

Josephine County
Administrative Policies & Procedures

bulletin board for a period of not more than two weeks unless the time period is extended by the Responsible Authority or otherwise required by law.

Josephine County
Administrative Policies & Procedures

Adopted:	December 23, 1992	Chapter A
Effective:	December 23, 1992	General Administration
Revised:	April 2, 2010	Policy A-9
Document Repealed:		

SUBJECT: Use of County Office Materials, Supplies, or Services for Personal Use

1.0 Purpose

To set forth the County's policy as it relates to the use of County materials, supplies or services for personal use.

2.0 General Policy

It is the policy of Josephine County that personal use of any County materials, supplies, or equipment is prohibited. Violation of this policy may result in disciplinary actions up to and including termination of employment.

3.0 Policy Guidelines/Procedures

- a. Items covered by this policy include, but are not limited to, office supplies, vehicles, long distance telephone lines, purchasing discounts, and office space.
- b. Employees who are discovered violating this policy may be liable for any expense incurred.

Josephine County
Administrative Policies & Procedures

Adopted: December 23, 1992

Effective: December 23, 1992

Revised:

Policy A-10

Document Repealed:

SUBJECT: Signature Authorizations

1.0 Purpose

To reduce the number of people authorized to sign official documents and thereby streamline procedures and provide continuity relating to authorizations to approve routine departmental actions.

2.0 General Policy

This policy is to provide for a uniform system for signature authorization for the approval of expenditures, travel requests, payroll labor approval, and payroll pickup as applicable on the departmental level.

3.0 Policy guidelines/procedures

Signature authorization cards are available from the Finance Department. The number of authorizations per department is limited to five. An exception is made the Parks and Recreation Department allowing the department eight authorizations, due to the remoteness of some of the department's operations. The personnel selected within a department that are to be authorized for signatory responsibilities is left to the discretion of the department director. If employees are transferred or eliminated, it is the responsibility of the department director to contact the Finance Department to insure that the card on file is revised or eliminated.

Josephine County
Administrative Policies & Procedures

Adopted: December 23, 1992

Effective: December 23, 1992

Revised:

Policy A-11

Document Repealed:

SUBJECT: TDD Telephone Service for Hearing Impaired

1.0 Purpose

To set forth the County's policy as it relates to adaptive telephone services for the hearing impaired.

2.0 General Policy

Josephine County utilizes the services of the Oregon Relay Service for telecommunications with the deaf (TDD), and will take the specific steps to disseminate this information.

3.0 Policy Guidelines/Procedures

- a. 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.
- b. Josephine County requires that the following information be printed on all new County and Departmental letterhead, as well as brochures and other forms of written communication with the public.

"TDD 1-800/ 735-2900"

Josephine County
Administrative Policies & Procedures

Adopted: December 23, 1992

Effective: December 23, 1992

Revised:

Policy A-12

Document Repealed:

SUBJECT: Notary Publics

1.0 Purpose

To set forth the County's policy as it relates to the use and compensation of notary publics.

2.0 General Policy

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.

3.0 Policy Guidelines/Procedures

- a. 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.
- b. The seal and related materials purchased by the County shall become County property.
- c. Should the notary be requested to notarize a document related to County business, it shall be done without charge to the requesting department.
- d. Should a notary be requested by a member of the public to notarize a document, the notary shall charge the legal fee (per ORS 194.160), and deposit the fee to miscellaneous revenue for the department which employs the notary.

Josephine County
Administrative Policies & Procedures

Adopted: 8-3-94

Effective: 8-3-94

Revised:

Document Repealed:

Chapter A

General Administration

Policy A-15

SUBJECT: Notification of Department/Office Closures

1.0 Purpose

To set forth the County's policy regarding notification of office closures.

2.0 General Policy

The Board of County Commissioners Office has the responsibility to inform the public when county departments/offices will be temporarily closed. Notification must be provided to the Board of County Commissioners Office when a county department/office will be closed.

3.0 Policy Guidelines/Procedures

- a. If it is known in advance that a County Department/Office will be closed, the Board of County Commissioners Office must approve in writing of the date and time of the closure.
- b. In the event of an emergency closure, the Department Head/Elected Official must notify the Board of County Commissioners Office of the nature, extent, and anticipated amount of time the department/office is expected to be closed.

Josephine County
Administrative Policies & Procedures

Adopted: May 13, 1998
Effective: May 13, 1998
Revised:
Document Repealed:

Chapter A
General Administration
Policy A-16

SUBJECT: Media Policy

1.0 Purpose

To set forth the County's Media Policy.

2.0 General Policy

- a. Providing timely information to the community is important, encouraged and required to effectively serve the community.
- b. The commissioners are the administrative and policy making arm of County government. As administrators, they should speak for the County on matters of policy.
- c. Department heads are a source of facts and information concerning their specific areas of expertise within their departments. Department heads and their chosen representatives may send out press releases to the media on regular, established programs and services. A copy of each release shall be routed to the Commissioners' office at the same time the press release is sent to the media.
- d. All news articles shall be coordinated with the Board of County Commissioners

3.0 Policy Guidelines/Procedures

- a. Routine press releases, e.g. immunizations, roadwork, etc., shall be distributed without coordination.
- b. Press releases about new programs, new grants, and partnerships with other outside agencies and kudos from outside organizations shall be routed through the Commissioners' office and approved prior to release.
- c. In the event of an emergency or disaster situation, the Commissioners or the on-call Commissioners will be notified immediately.
- d. Issues that cut across departmental boundaries, or sensitive matters, which may require statements of policy or decisions on policy, should be discussed with, and

referred to, the Board of Commissioners.

- e. Positive relationships with media representatives are vital to our organization. All units of county government should be alert for any opportunity to release positive and informative media releases and encouraged to promote a positive image of their department and the County to the media.
- f. The attached sample news release is to be used as a guide.

Sample News Release



NEWS RELEASE

JOSEPHINE COUNTY OREGON

COURTHOUSE GRANTS PASS, OREGON 97526

(541) 474-5221 FAX (541) 474-5105

<http://www.magick.net/~jocogov>

BOARD OF
COMMISSIONERS
Fred Borngasser
Jim Brock
Harold L. Haugen

②

November 24, 1996

FOR IMMEDIATE RELEASE

③

Contact: Commissioner Harold L. Haugen
Phone #: (541) 474-5221

④

COUNTY REPLACES DINOSAUR MAINFRAME COMPUTER

⑤ GRANTS PASS -- ⑥ ⑦ ⑧ Commissioner Harold Haugen announced plans to replace the obsolete County

Mainframe computer, purchased in 1985. During Weekly Business Session on Wednesday, November 27, 1996 in Room 156 the Commissioners will consider a hardware and software contract with The Software Group of Plano, Texas for \$303,917. Installation of the computer system, primarily intended for Assessment and Tax Collection, will probably occur in January 1997. The new program, which will be compliant with the recently passed Ballot Measure 47, will be in place for processing the 1996/97 Assessment Roll.

According to George Trahern, Josephine County Assessor, the new computer system will pay for itself in improved efficiency. Says Trahern, ⑨ "With the older equipment and software my appraisers have been averaging six appraisal per day during the cycle appraisals. Their counterparts in other counties are averaging eleven to eighteen appraisals per day, resulting in significant savings to those counties. In anticipation of the new programs and equipment., Trahern reduced his appraisal staff by three people on July 1, 1996. With the typical appraiser costing the county about \$50,000 per year, including benefits, "[t]he savings in people alone will more than pay for the new equipment", claims Trahern.

-more- ⑩

Josephine County is an affirmative action/equal opportunity employer and complies with section 504 of the rehabilitation act of 1973.

1. Use County Letterhead.
2. Date of release.
3. Name and number of contact person.
4. Headline.
5. Dateline.
6. Place the important points at beginning:
WHO, WHAT, WHEN, WHERE, WHY and sometimes HOW.
7. Include key messages in the narrative.
8. Double spacing is best.
9. Use quotations.
10. Use journalistic symbols at bottom of page.
11. KEEP IT SIMPLE! And when the subject is lighthearted, use humor and FUN.

The Mainframe computer, a NCR 9821, has become increasingly difficult to maintain in recent years. According to County Information Systems Director, Rod Lathrop, "Mainframe failures have cost the County \$15,000 plus two weeks of down time in the past three years". Century Analysis, the County's primary software vendor, will cease providing system software support for the product on December 31, 1996. Mainframe replacement is in the Josephine County Five Year Automation Plan, and has been recommended and approved by the Board of County Commissioners, the County Budget Committee, the citizen's Computer Advisory Committee and the Department of Revenue.

The system under consideration is provided by The Software Group of Plano, Texas. A selection committee researched all Oregon Counties before selecting this vendor. The Software Group has been in business for 15 years and has over 100 employees. They currently do business in Washington, Lincoln and Klamath counties.

They have been doing business successfully in Oregon for over 10 years. Specifications for the new system are:

- * IBM RS6000 computer, 128 ports, 9 gigabytes storage, 128 megabytes RAM
- * Oregon Appraisal and Assessment software
- * Oregon Tax Collection software
- * Geographic Information System (GIS) interface
- * Interactive Voice Response System

Josephine County
Administrative Policies & Procedures

Adopted: September 2, 1998
Effective: September 2, 1998
Revised:
Document Repealed:

Chapter A
General Administration
Policy A-17

SUBJECT: Use of Josephine County Logo

1.0 Purpose

To establish County policy and procedures regarding use of the adopted county logo.

2.0 General Policy

The general policy of the County sets forth that all county departments will use the adopted county logo in each, and every, situation in which the County is represented graphically.

3.0 Policy guidelines/procedures

- a. Each county department will use the adopted county logo on all letterhead representing the County. This will include letters, memos, envelopes, media releases, etc.
- b. The monogram on any article of clothing and/or any uniform supplied by the County will reflect the adopted county logo.
- c. All county owned vehicles bearing decals will reflect the adopted county logo.
- d. The adopted county logo will be on all business cards and identification badges.
- e. Any signage representing the County must bear the adopted county logo.

Josephine County
Administrative Policies & Procedures

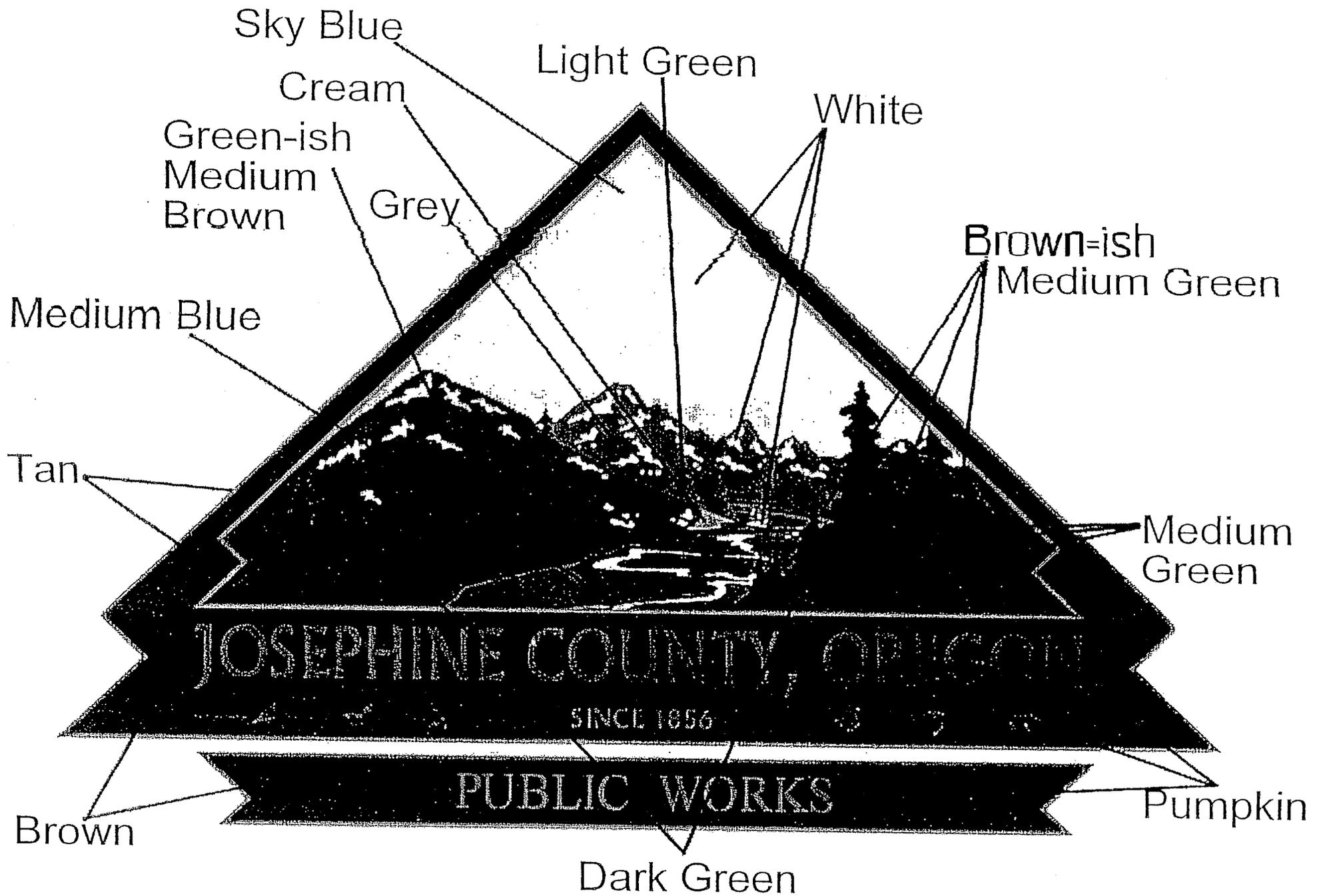
Use of Josephine County Logo
Page 2 of 2
Effective

Use of the logo in color or black and white shall be at the discretion of department heads. 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).

attachments: "Exhibit A.1" - Logo illustrating color representation
"Exhibit A.2" - BCC letterhead
"Exhibit A.3" - Department letterhead

"EXHIBIT A"

"EXHIBIT A.1"





Josephine County, Oregon

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Josephine County, Oregon

Board of Commissioners: Fred Borgasser, Jim Brock, Harold Haugen



PUBLIC WORKS

Robert Weber, Director
201 River Heights Way / Grants Pass, OR 97527
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Section B

Financial/Budget

Josephine County
Administrative Policies & Procedures

Adopted: December 23, 1992
Effective: December 23, 1992
Revised: July 10, 2013

Chapter B
Financial/Budget
Policy B-1

SUBJECT: Establishment and Use of Petty Cash Funds

1.0 Purpose

To provide policies and procedures for establishing and utilizing petty cash funds.

2.0 General Policy

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. The petty cash fund must be replenished at least annually on June 30.
- F. Each County office is responsible for maintaining appropriate internal controls for safeguarding their petty cash fund. This includes:
 - 1) An employee must be designated as the Petty Cash Custodian to be responsible for maintaining and replenishing the petty cash fund.
 - 2) Access to the petty cash fund must be limited to selected employees.
 - 3) 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).
 - 4) The cash on hand should be counted at least once a month to assure that no loss has occurred.
- G. Cash received for fees, photocopies, etc. are to be kept separate from the petty cash fund and turned over to the County Treasurer as required by policy.
- H. The Finance Office may perform periodic audits of petty cash funds.
- I. The Chief Financial Officer is authorized to approve establishing petty cash funds.

3.0 Policy Guidelines/Procedures

3.1 Establishing or Increasing a Petty Cash Fund

- A. 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.
- B. A Petty Cash Custodian must be designated for each petty cash fund.
- C. A check for the amount of the fund or fund increase will be made payable to the employee designated as the Petty Cash Custodian.
- D. The Petty Cash Custodian is responsible for establishing and maintaining the integrity of the petty cash fund.

- E. 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.

3.2 Paying a Petty Cash Claim

- A. Employee makes purchases as authorized by department.
- B. 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.
- C. Petty Cash Custodian reviews required receipt or documentation and, if in compliance with County Policy, reimburses employee for expenditure.
- D. 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.

3.3 Reimbursing a Petty Cash Fund

- A. There must be a valid receipt or other documentation for each disbursement of petty cash.
- B. 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.
- C. Small receipts need to be taped to a sheet of 8 ½ x 11 paper. More than one receipt may be attached to the sheet of paper, providing all receipts are visible.
- D. The total of the reimbursement request must equal the total of the attached receipts.
- E. 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.

3.4 Closing a Petty Cash Fund

- A. A memo documenting the request to close the petty cash fund should be submitted with the final reimbursement request to the Finance Office.
- B. 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.
- C. 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.

**Josephine County
Administrative Policies & Procedures**

Adopted:	December 23, 1992	Chapter B
Effective:	December 23, 1992	Financial/Budget
Revised:	July 10, 2013	Policy B-2
Repealed:		

SUBJECT: Establishment and Use of County-issued Credit Cards

1.0 Purpose

To set forth the County's policy as it relates to County-issued credit cards.

2.0 General Policy

No credit cards are authorized or approved for use by County Offices and Departments except those coordinated and issued through County Fleet for gasoline cards or County Finance for Purchasing Cards.

Any and all cards issued under prior County policies should be cancelled and the cards destroyed.

Josephine County
Administrative Policies & Procedures

Adopted: December 23, 1992 Chapter B
Effective: December 23, 1992 Financial / Budget
Revised: July 6, 2005 Policy B-3
Document Repealed:

SUBJECT: Capital and Non-Capital Assets

1.0 Purpose

To set forth the County's policy and procedures regarding the acquisition, ownership, annual inventory process, transfer, and disposition of Capital and Non-capital assets.

2.0 General Policy

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.

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.

3.0 Definitions

- a. Capital Asset – any major tangible asset that has a useful life of one or more years and costs \$5,000 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.
- b. 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.
- c. 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.
- d. 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 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.

- e. 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.
- f. Motor vehicles – cars, trucks, vans or other motorized vehicles used in agency operations.
- g. Equipment and Machinery – tangible property of a permanent nature used in department operations. Examples include machinery, tools and equipment.
- h. 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.
- i. 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.

4.0 Policy Guidelines

- a. Capital Asset – property with a unit cost of \$5,000 or more and a useful life of at least one year is considered a capital asset and must be capitalized and reported in the county's capital asset inventory system. 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.
- b. 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.
- c. 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.
- d. Non-Capital Asset – property with a unit cost of less than \$5,000 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.

- e. 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.
- f. 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.
- g. 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.
- h. 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.
- i. 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.
- j. 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.
- k. 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. Public Works is in charge of coordinating the disposal of all county property and shall be contacted before disposing of an asset. A Capital Asset Inventory Form must be completed and submitted to Finance for all disposed capital assets.
- l. 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.
- m. Property Tags – each department must permanently affix a prenumbered property identification tag to or inscribe the number on each capital asset when it is received by the department. Prenumbered tags will be provided by the Finance Department.
- n. Property Ledger – all capital assets owned by the County are recorded in the FAS Government Asset Accounting System 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.

- o. 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.
- p. 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.
- q. 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.

5.0 Procedures

5.1 Annual Inventory of Capital Assets

- a. Each department shall conduct a physical inventory of all capital assets on an annual basis.
- b. The Finance Department shall distribute an inventory report and instructions to departments in July of each year.
- c. 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.
- d. Department staff conducting the physical inventory should note on the inventory report any information needed to make the list accurate and complete, including:
 - 1. Updating description, location, model, serial number, etc.
 - 2. Describing a capital asset that does not appear on your inventory list
 - 3. Noting an asset has been disposed or transferred
 - 4. Noting an asset is lost or missing
- e. 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.
- f. Departments shall return the signed and certified inventory list to Finance by the due date specified in the instructions. The Finance Department shall update the property ledger to reflect changes requested.

5.2 Capital Asset Inventory Form

- a. The Capital Asset Inventory Form to be used by departments is attached as Exhibit A.
- b. 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.
- c. Acquisition – complete Part A.
- d. Transfer – complete Part B. This includes transferring capital assets to Surplus Property.
- e. Trade-in – complete Part C. Also complete Part A if you trade-in an old capital asset and acquire a new capital asset.
- f. Disposal – complete Part C. Before disposing of an asset, departments must contact Public Works to determine the proper disposal method for both capital assets and non-capital assets. Any questions of proper disposal shall be referred to Legal Counsel.

Capital Asset Inventory Form

Add, Transfer, and Disposal

Instructions: This form is to be completed and submitted to the Finance Department when a capital asset is acquired, transferred, traded in, or disposed.

Name: _____ Date: _____
Person completing this form

Part A: Complete this part when purchasing a new asset. Fill in all areas.

Acquisition Date: _____ Acquisition Cost: _____

Asset Description: _____

Serial No: _____ Model No: _____

Building: _____ Department: _____

Location: _____ Room No: _____

Vendor: _____

Part B: Complete this part when transferring an asset.

Tag No: _____ New Building: _____

New Department: _____ New Location: _____

New Room No: _____

Part C: Complete this part when trading-in or disposing of an asset.

Tag No: _____ Value Received: _____

Disposed (circle one): Trade-in Sold Junked Other _____

Finance Use Only

New Tag No: _____ Date Entered: _____

Entered by: _____

Josephine County
Administrative Policies & Procedures

Adopted: December 23, 1992
Effective: December 23, 1992
Revised: April 2, 2010
Document Repealed:

Chapter B
Financial / Budget
Policy B-4

SUBJECT: Payroll Time Sheets

1.0 Purpose

To establish County policy regarding payroll time sheets.

2.0 General Policy

All employees shall accurately complete their time sheets. Time sheets serve as legal documents certifying hours worked by the employee and establishing supervisory authorization to pay wages.

3.0 Policy Guidelines/Procedures

- a. Time sheets shall represent an accurate and true report of hours worked. An intentional misrepresentation of hours worked by an employee constitutes fraud and may result in disciplinary action up to and including termination of employment.
- b. Employees are required to use the County provided time sheets. Employees are responsible for ensuring that their time sheet submissions are complete, accurate, and timely. Employees must accurately report all hours worked on timesheets and shall verify the accuracy of the total hours worked per day and per month. Time off (e.g. sick/personal, vacation, holiday) and hours worked requiring premium pay (e.g. overtime, comp time) must be clearly noted.
- c. All employees shall sign their time sheet, either manually or electronically.
- d. Supervisors shall review time sheets for accuracy and must certify that the hours worked are correct. Supervisory certification of the timesheet attests to their knowledge of, and confirmation of, hours worked, and indicates authorization to pay the employee.
- e. Department Heads and Elected Officials are responsible for submitting employee time sheets to the Finance Office by the payroll due date. Failure to submit time sheets in a timely manner may result in a delay in payment, or an incomplete pay check. Payroll calendars with due dates are available in the Finance Office and are distributed to all departments annually.

- f. Departments may adopt time sheet policies in addition to, and not in lieu of, this policy. Such department policies may address the process of submission, certification, review, and verification of employee time sheets.

Josephine County
Administrative Policies & Procedures

Adopted: May 25, 1994
Effective: May 25, 1994
Revised:
Document Repealed:

Chapter B
Financial/Budget
Policy B-5

SUBJECT: Deposit of Cash and Checks with the Treasurer

1.0 Purpose

To establish policy and procedures concerning the depositing of cash and checks.

2.0 General Policy

- a. Each County Office will deposit cash and checks with the Treasurer at least once each week.
- b. County Offices will deposit daily unless special arrangements are made with the Treasurer.
- c. Alternative deposit arrangements may be made with the Treasurer when special circumstances exist.

3.0 Policy Guidelines/Procedures

- a. Each County Office will deposit cash and checks accompanied by a Receipts Turnover Coding Sheet. Departments may use the sheet provided by the Treasurer's Office or create a like sheet within their offices.
- b. Deposits brought to the Treasurer's Office by noon will go to the bank the same day by armored car service. Deposits brought to the Treasurer's Office after noon will go to the bank on the next business day.
- c. The allocation to funds and account codes will equal the total deposit. If an error occurs, the Treasurer's staff will contact the depositing office. When the cash county is in error, the deposit will be promptly retrieved, corrected and returned to the Treasurer's Office.
- d. When funds are deposited directly to the bank by prior arrangement, the Treasurer will receipt the funds the same business day that the duplicate deposit slip is received in the Treasurer's Office.

Josephine County
Administrative Policies & Procedures

Deposit of Cash and Checks with the Treasurer

Page 2 of 2

Effective: May 25, 1994

- e. On the last working day of each fiscal year, deposits will be in the Treasurer's Office by 10:00 AM to allow time for processing and investments.
- f. Funds deposited for the prior fiscal year will be accompanied by a Receipt Turnover Coding Sheet, with the fiscal year noted and highlighted.

Josephine County, Oregon
Administrative Policies and Procedures

Adopted: October 12, 2005 Chapter B
Effective: October 12, 2005 Financial/Budget
Revised: Policy B-6

SUBJECT: Establishment and Use of Purchasing Cards

1.0 Purpose

To set forth the County's policy on use of purchasing cards.

2.0 General Policy

It is the policy of Josephine County to utilize Purchasing Cards for purchases of budgeted items under \$5,000.00, rather than requiring requisitions, purchase orders, invoices, and payments to multiple vendors. Purchasing cards are the property of the County, and may be used only for authorized purchases on behalf of the County. Personal use of County purchasing cards is prohibited, and may subject employees to discipline up to and including termination.

3.0 Definitions

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

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

"Cardholder" means an employee of Josephine County who is authorized to use a Purchasing Card.

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

"Department Coordinator" means the employee designated by the Administrative Director or Elected Official who is responsible for reviewing Transaction Logs for payment, and for monitoring proper use of Purchasing Cards within their 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, the merchant's name and address, such as receipts, invoices, original sales slips, telephone order records, or itemized packing slips.

“Finance Purchasing Card Administrator” means the Chief Accountant or his or her designee.

“Merchant Category Code” means a unique code assigned to a specific group or type of merchant (i.e. 5044 Business Supply, 5734-Computer Software Stores, 5812- Food Restaurants, 5111-Stationary, Office, School Supply, etc.).

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

“Transaction Log” means the record of all Purchasing Card transactions by a Cardholder, including documentation with receipts of transactions.

4.0 Policy Guidelines/Procedure

a. General:

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

b. Issuance to Cardholders:

Purchasing Cards shall be issued to employees who are authorized to make purchases on behalf of the County. The Administrative Directors and Elected Officials or their designees shall select the appropriate Cardholders for their departments.

The Finance Purchasing Card Administrator shall conduct training for Cardholders and Department Coordinators. Prior to receiving Purchasing Cards, Cardholders shall read and sign the “Cardholder Responsibilities” form attached hereto as Exhibit A. The Finance Purchasing Card Administrator shall then place a copy of each signed Cardholder Responsibilities form in the employee’s personnel file.

c. Purchasing Card Limits

Purchasing Card Limits and allowed or disallowed merchant categories for each Cardholder shall be established by the Finance Purchasing Card Administrator based upon the recommendation of the Administrative Director or Elected Official. Exceptions to Blocked Merchant Categories may be granted by the

Finance Purchasing Card Administrator on a limited basis upon a showing of sufficient justification or extenuating circumstances.

d. Purchases

Cardholders may purchase items on behalf of Josephine County in accordance with this policy.

If a purchase is declined in error, the Cardholder should contact the Finance Purchasing Card Administrator for assistance.

e. Transaction Logs

Cardholders shall maintain accurate Transaction Logs of all purchases made with the Purchasing Card. Cardholders shall provide the Department Coordinator with their Transaction Logs on a timely basis, in order for the Department Coordinator to reconcile the monthly billing statement.

Any items which have been purchased with the Purchasing Card and which have been returned must be recorded as a credit on the Transaction Log.

f. Reconciliation and Payment

The Finance Department shall issue an annual calendar which shows the due dates each month for submission of Transaction Logs for payment.

The Card Issuer will send monthly billing statements to the Finance Department. The Department Coordinator shall download or be provided a copy of the monthly billing statement, and shall reconcile it with the Transaction Log. If a transaction recorded on the Transaction Log does not appear on the monthly billing statement, the Department Coordinator shall draw a line through the transaction and retain the supporting documentation, such as receipts, until the next monthly billing statement.

The Department Coordinator shall then submit the monthly billing statement and the Transaction Log to Finance for review. The Finance Purchasing Card Administrator shall verify that funds are budgeted for cardholders' purchases. If improper charges or procedures are found, the Finance Purchasing Card Administrator shall inform the Administrative Director or Elected Official, and direct the responsible official to correct the error and monitor department actions related to misuse.

The Finance Department shall then pay the bill after reconciliation of the monthly billing statement with the Transaction Logs.

5.3 Depreciation

- a. 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.
- b. 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.
- c. 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.
- d. Standard useful life ranges recommended for each asset classification are listed below. These ranges are taken from the Oregon Accounting Manual and are provided for guidance. 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.

Asset Classification Useful Life Range

Works of Art and Historical Treasures (<i>depreciable</i>)	3 to 12 years
Equipment and Machinery	3 to 20 years
Motor Vehicles	3 to 15 years
Data Processing Software	3 to 5 years
Data Processing Hardware	3 to 5 years
Buildings and Building Improvements	15 to 50 years
Land Improvements	10 to 25 years
Leasehold Improvements	*Length of lease
Capital Leased Property	**Length of lease
Highways	15 to 35 years
Other Roads	10 to 30 years
Tunnels and Bridges	10 to 50 years
Airports	10 to 40 years
Utility Systems	10 to 50 years
Docks, Dikes and Dams	10 to 50 years

**Or life of asset, whichever is shorter*

***Life of asset, for lease-purchase contracts payable*

- e. Capital assets shall be depreciated for one-half year in the year of acquisition and in the last year of its estimated useful life (or year of disposition, if disposed of before fully depreciated).

g. Default Account and Appropriation Codes

The Administrative Directors and Elected Officials shall assign default account and appropriation codes for purchases. The Department Coordinator may reallocate the default account and appropriation codes on the Transaction Logs for allocation to the General Ledger.

h. Billing Errors or Disputes

Cardholders shall promptly notify the Department Coordinator of any returns or billing discrepancies. The Department Coordinator shall notify the Finance Purchasing Card Administrator of any disputed items as soon as possible, within thirty (30) days after the item first appears on the monthly billing statement. The Finance Purchasing Card Administrator will notify the Card Issuer in writing within sixty (60) days after the item first appears on the monthly billing statement.

i. Monitoring and Audit of Purchasing Card Activity

All Purchasing Card activity is subject to review and audit by the Card Issuer, the Finance Department, and the County's independent auditing firm.

The Department Coordinator shall monitor Cardholder purchases during the month, electronically, to ensure that the Purchasing Card is being used in accordance with County policies. The Department Coordinator shall immediately notify the Administrative Director or Elected Official and the Finance Purchasing Card Administrator upon the occurrence of any of the following events:

- 1) The Purchasing Card is used for personal or unauthorized purposes;
- 2) The Purchasing Card is used by an unauthorized person or agency;
- 3) A Cardholder separates transactions to avoid Purchasing Limits;
- 4) A Cardholder fails to provide adequate documentation for purchases;
- 5) A Cardholder fails to provide, when requested, additional information about any specific purchase; or
- 6) A Cardholder fails to act in accordance with Purchasing Card policies and procedures.

The Chief Financial Officer or his or her designee shall provide administrative oversight of the Purchasing Card program, and shall ensure that appropriate procedures for implementing, processing, and auditing Purchasing Cards are in effect. The Chief Financial Officer shall promptly inform the Board of Commissioners of any concerns or issues regarding the Purchasing Card program, and shall make an annual report each fiscal year to the Board of Commissioners on the status of the Purchasing Card program.

The Finance Purchasing Card Administrator shall monitor Department and Cardholder compliance with County policies, and shall report lost, stolen or

fraudulent use of Purchasing Cards to the Chief Financial Officer. Additionally, the Finance Purchasing Card Administrator shall assist the Chief Financial Officer in overseeing the Purchasing Card program and in updating Purchasing Card procedures as necessary.

j. Cardholder Liability

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

k. Lost or Stolen Purchasing Cards

If a Purchasing 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 the lost or stolen card until it is reported.**

The Cardholder shall also notify the Administrative Director or Elected Official and the Finance Purchasing Card Administrator at the first opportunity during business hours. The Finance Purchasing Card Administrator will then notify the Chief Financial Officer, and will notify the Card Issuer in writing to either block or cancel the Purchasing Card.

If a Purchasing Card is found after it has been reported lost or stolen, and after a new Purchasing 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 Finance Purchasing Card Administrator for disposal.

l. Canceling the Purchasing Card

The Department Coordinator shall immediately notify the Finance Purchasing Card Administrator and turn in the Purchasing Card if the Purchasing Card is no longer required by the Cardholder, or if the Cardholder terminates employment.

m. Department Policies

The Administrative Directors and Elected Officials or their designees shall establish appropriate procedures within their departments for the implementation, management, and supervision of the Purchasing Card program.

EXHIBIT A

Cardholder Responsibilities

I, _____, acknowledge that I have received a copy of the Josephine County Policy and Procedure on the Establishment and Use of Purchasing Cards, and that I have read and understand the policy.

I also understand that I, as a Cardholder, am responsible for the following duties:

1. The Purchasing Card must be treated with the same care as with personal credit cards. The Purchasing Card should be maintained in a secured location, and the account number should be carefully guarded.
2. Only the employee whose name appears on the face of the card is authorized to use the Purchasing Card. The Purchasing Card shall not be loaned to another individual or agency for any reason.
3. When making purchases in person, the Cardholder must sign the charge receipt and retain the customer copy for use with the Transaction Log.
4. When making a purchase other than in person, the Cardholder shall provide the merchant the account number embossed on their Purchasing Card, and direct the merchant to include the following information on the receipt, packing invoice, or other document:
 - a. Cardholder's name
 - b. Purchasing Card account number (last 4 digits)
 - c. Department name
 - d. Delivery address
 - e. Shipping date
5. For each purchase, the Cardholder shall obtain from the merchant written documentation such as sales receipt, itemized packing slip, or service receipt to document the purchase. If someone other than the Cardholder receives the shipment or service, then the Cardholder is still responsible for obtaining the receipt or supporting documentation.
7. Cardholders shall promptly notify the Department Coordinator of any problems, exchanges, or credits.
8. All credits for returns must be made in the form of a credit on the Purchasing Card, and not in cash.
9. Cardholders shall report lost or stolen Purchasing Cards immediately to the Card Issuer at the following telephone number: _____. Cardholders shall also notify the Administrative Director or Elected Official and the Finance Purchasing Card Administrator of a lost or stolen Purchasing Cards at the first opportunity during business hours.

10. Cardholders shall return the Purchasing Card to the Finance Purchasing Card Administrator upon termination of employment or transfer of departments, upon change in employment that no longer requires a Purchasing Card, or upon request from the Finance Purchasing Card Administrator or Administrative Director or Elected Official.
11. Cardholders are authorized to use the Purchasing Card only for purchases on behalf of Josephine County, and only in accordance with County policies and procedures. Cardholders shall not:
 - a. Use the Purchasing Card for personal or unauthorized purposes;
 - b. Allow use of the Purchasing Card by another person or agency;
 - c. Separate transactions to avoid Purchasing Limits.

Cardholders shall provide, when requested, additional information about any specific purchase, and assist in any monitoring or audit of Purchasing Card use.

I understand that failure to comply with policies and procedures for the use of Purchasing Cards will result in the revocation of Purchasing Card privileges. I also understand that use of the Purchasing Card for unlawful, improper purposes, or for personal use, may subject me to discipline up to and including termination of employment.

Dated: _____

Signed: _____

Josephine County
Administrative Policies & Procedures

Adopted: 10/16/09
Effective: 10/16/09
Revised:
Document Repealed:

Chapter B
Financial / Budget
Policy B-7

SUBJECT: Request for emergency payroll draw

1.0 Purpose

To establish County policy and procedures for processing an emergency payroll draw.

2.0 General Policy

Employees may request a draw of up to 60% of an employee's earned gross wages prior to the employee's designated payday in emergency cases, subject to approval by the Finance Office.

Employees who currently receive a monthly draw are not eligible for an emergency draw.

3.0 Definitions

"Emergency" means an unusual, unforeseen event or condition that requires immediate financial attention by an employee. Emergencies include, but are not limited to, the following situations:

- Death in the family
- Major car repair
- Theft or loss of funds
- Major damage to home
- New employee lack of funds (maximum one draw)

"Employee" means a regular, full-time and/or part-time (.40 FTE and above) employee.

4.0 Policy Guidelines / Procedures

Employees requesting an emergency draw must complete the form "Request for Emergency Payroll Draw" obtain their supervisor's signature and submit the signed form to the Finance Office five (5) business days prior to the requested payroll draw date.

This form must include a written description of the emergency situation.

The amount of the draw must be repaid from the payroll check against which the draw is made.

The Finance Office reserves the right to not approve a draw. Such approval shall not be unreasonably withheld.



Josephine County Request for Emergency Payroll Draw

Employee Request:

Employee Name (last, first, middle initial)

Employee Number

I request a payroll draw in the amount of \$_____, limited to 60% of my earned gross wages rounded to the nearest dollar. I understand that this amount will be deducted from the payroll check against which it is drawn.

Reason: _____

Employee Signature

Date

Supervisor Review / Approval:

Supervisor Signature

Date

(Supervisor: Your signature confirms the employee has sufficient hours this month to qualify for the requested draw amount. Please submit signed form to the Finance Office. Allow two days for processing.)

Finance Office Review / Approval:

Approved

Not Approved and Reason: _____

Finance Signature

Date

Josephine County
Administrative Policies & Procedures

Adopted: April 10, 2013
Effective: April 10, 2013
Revised: March 9, 2016

Chapter B
Financial/Budget
Policy B-8

SUBJECT: Contract Signing Authority

- 1.0 **Purpose:** To establish County policy and procedure placing limitations on contract signing authority to protect the County from financial liability.
- 2.0 **General Policy:** Department Heads (Elected Officials and Managers) may sign contracts within their budget authority as listed in Section 4.0, as long as the contract price is within their authority for the current fiscal year budget, as adopted by the Board of Commissioners.
- 3.0 **Definitions**
- a. “Contract Price” – means the total amount of money paid under a contract, whether paid to or by the County, over the entire term of the contract.
 - b. “Department Head” – means Elected Officials and those County employees appointed by the Board of Commissioners to manage a County Department.
 - c. “Commissioner Liaison” – means the Commissioner selected by the Board of County Commissioners to act as liaison between the full Board of Commissioners and a County Department.
- 4.0 **Policy Guidelines/Procedures**
- a. Contracts \$10,000 or less: Department Heads may sign contracts on behalf of the County if the total amount of the contract price does not exceed \$10,000.
 - b. Contracts \$10,001 to \$50,000: Department Heads may sign contracts that have been reviewed and signed by the Commissioner Liaison to that department if the total price of the contract does not exceed \$50,000.
 - c. Contracts \$50,001 or more: All contracts with a total contract price of \$50,001 or more must be approved by the Board of Commissioners.
 - d. Legal Review: All contracts must be submitted to the Office of Legal Counsel for review prior to signing unless specifically exempted by the Board of County Commissioners. All contracts must comply with all existing county policies, ordinances, and rules, as well as state and federal statutes and administrative rules.
 - e. 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 that person’s signing authority.

**Josephine County
Administrative Policies & Procedures**

Adopted:	July 10, 2013	Chapter B
Effective:	July 10, 2013	Financial / Budget
Revised:		Policy B-9

SUBJECT: Personal Credit Cards

1.0 Purpose

To set forth the County's policy as it relates to use of personal credit cards.

2.0 General Policy

Personal credit cards should not be used for County purchases if one of the following alternate purchasing methods is available:

- Purchasing Card (PCard) – for appropriate purchases or travel related expenses. See Administrative Policy B-6.
- Petty Cash – for appropriate purchases under \$50.00. See Administrative Policy B-1.
- Purchasing Contract – for appropriate purchases available via State or County price agreement. Examples include the State price agreement for office supplies.
- Direct bill – for appropriate purchases where the vendor will agree to invoice the County directly for goods or services provided.

Employees may opt to use their own personal credit card in circumstances where another purchasing method is not available or otherwise does not meet their need.

All purchasing must comply with all applicable rules and policies including Local Public Contract Review Board Rules for Josephine County.

The County will not direct pay credit card vendors on behalf of employees. Requests for reimbursement will be made payable to the employee. Employee must submit reimbursement request within 30 days of purchase. Requests for reimbursement of travel related expense must be submitted using the Travel Expense Reimbursement form.

All purchases must be documented and records retained for audit purposes. Charge slips from VISA, MasterCard, and similar credit organizations are acceptable as support for reimbursement claims if they are sufficiently detailed to permit a proper audit of the transaction.

Using benefits earned from the use of a personal credit card that offers incentives such as cash rebates, frequent flyer miles or other benefits based upon the dollar amount of purchases may violate Oregon Government Ethics Law which prevents public officials from using their position or office to obtain personal financial gain

Josephine County
Administrative Policies & Procedures

Adopted: July 10, 2013
Effective: July 10, 2013
Revised:

Chapter B
Financial/Budget
Policy B-10

SUBJECT: Purchasing

1.0 Purpose

To provide general and specific purchasing policies for County employees in order to establish prudent business practices for the procurement of goods and services, as well as to ensure County resources are used for legitimate County business purposes.

2.0 General Policy

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 the mission of the program.

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.

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 for what is in the best interest of the County.

3.0 Definitions

"Department" means all county offices, departments, 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.

4.0 Policy Guidelines / Procedures

The policy guidelines are an alphabetical listing of criteria for use by personnel who make purchasing decisions.

Alcoholic Beverages

Use of County funds for purchasing alcoholic beverages is prohibited.

Breakroom Supplies

Use of County funds for purchasing employee breakroom supplies is not allowed except in conjunction with Meals and Refreshments as described in this policy.

Budget

The budget is adopted at the category level within fund or at the departmental level within fund. The budget authorizes County Departments to expend money up to the amount appropriated. As long as the Fund's category or department does not exceed the appropriated budget level, expenditures may be made as the Department Head feels necessary. Appropriations can be transferred to other budget categories through the supplemental budget process. All changes in the level of appropriations for funds or departments must be made through the supplemental budget process.

Cancellation Charges

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

Computer Hardware and Software

All computer hardware and software purchases must be reviewed and approved by the Information Technology Department prior to the purchase. The following information should be included in the review:

- Employee and Department Responsible for the Purchase
- Brief Description of Hardware/Software to be purchased
- Expected Uses and Benefits
- Cost and Source of Funds
- Location of Hardware/Software

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, and using fair and competitive procurement practices.

Conference and Workshop Expenses

Self-supporting conference and workshop expenses are appropriate if their cost is included in the budget and is recovered through grants, contracts, or participant fees. A participant fee may consist of a single basic fee or fees that are separately identified and collected. An example of such programs includes those sponsored by The Commission on Children and Families for the benefit of their constituents. Applicable program expenses include housing, meals, refreshments, parties, and special trips or tours.

Contract Signing Authority

All contracts must comply with all existing County policies, ordinances, and rules as well as state and federal statutes and administrative rules, including the County's Local Public Contract Review Board Rules and Contract Signing Authority Policy.

The County Legal Counsel's Office will be the official repository for all contracts. It is the responsibility of the requesting department to also provide the Chief Financial Officer's Office with a copy of the fully executed contract.

Contributions

The County has no authority or obligation to make voluntary contributions or donations.

Credit Cards

Charge slips from VISA, MasterCard, and similar credit organizations are acceptable as support for reimbursement claims if they are sufficiently detailed to permit a proper audit of the transaction.

Discounts

Employees should check each invoice for discount terms and take the maximum discount offered.

Emergency Purchases

Purchases by employees which exceed the amount authorized by County policy will be allowed when a verifiable emergency exists, as determined by the Department Head.

Employee Recognition Awards

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

- Certificate of service
- Letter of commendation
- Plaque, pin, trophy, or similar memento
- Reception or similar social gathering in the employee's honor

Payments for reasonable expenses may be authorized. Persons attending a banquet honoring an employee pay for their own meals. County funds may be used to pay for meals of the honored employee and of a spouse or guest.

Ethics/Conflict of Interest

Ethical business standards shall govern all procurement transactions. All employees must comply with the Ethics/Conflict of Interest policies as set forth in the Josephine County Personnel Policy Manual and state law.

Flower Purchases

Some flower purchases are considered acceptable expenses when in conjunction with legitimate County business. Examples include flowers for use at self-supporting conferences and workshops, employee recognition awards, and similar events. Review all other flower purchases carefully because they are not normally considered proper expenditures of county funds.

Gratuities

Tips are considered personal expenses and are not reimbursable. An exception is made when the tip is included on a bill, payment of the tip is not optional, and the amount of the tip is not within the employee's discretion.

Hosting Groups and Guests

Expenditures for luncheons, 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. In these cases, reimbursement for the full amount of reasonable expense may be authorized, subject to the limitations below:

- Alcoholic beverages are not reimbursed.
- Gratuities will be reimbursed in accordance with this policy.
- Receipts must be itemized. If a receipt is unavailable, a written statement must be provided that specifies expense details and is signed by the employee. In addition to the itemized receipt, documentation must include a list of attendees and the purpose of the event.
- Employee meal may be reimbursed at full cost when hosting groups or guests.
- An annual recognition dinner for volunteers is considered a legitimate County business purpose and falls under the guidelines of this section.

Interest and Late Fees

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

Itemizing Purchases

When an employee purchases materials or supplies and requests reimbursement, all purchases must be documented and records maintained for audit purposes.

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. Invoices for legal service or for costs incurred in connection with court or legal actions will not be paid unless approved by the Board of County Commissioners.

Meals, Refreshments, and Beverages served to Groups and Individuals

Definitions:

- Beverages are defined to include coffee, tea, soda pop, juice, and water.
- Refreshments are defined to include donuts, muffins, cookies, and beverages.
- Meals are defined to include any food more than the above.

In order to qualify for reimbursement, the serving of meals, refreshments, and beverages must fall under one of the following categories:

- Employee recognition awards – County Departments may honor employees for outstanding achievements, length of service, promotions, or upon retirement. A reception or similar social gathering in the employee's honor with refreshments is appropriate.
- Meals served at meetings – County Departments may pay for meals when a planned, inter-departmental or inter-agency meeting is called for a specific purpose and the meeting has a formal agenda with the meal(s) included as part of the agenda. A formal written agenda is required. Inter-departmental meetings must involve two or more departments. A single department should not schedule meetings for itself through the meal period. 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.
- Refreshments served at meetings – County Departments may pay for refreshments where a planned, inter-departmental meeting is scheduled for a specific purpose or agenda, and the meeting will last for several hours and there are no convenient refreshment facilities available, or using such facilities would excessively disrupt the meeting.
- Beverages served at meetings – County Departments may pay for beverages at meetings. For purposes of this section, a meeting is defined as an assembly of persons to discuss business, relate information, instruct employees, or similar purposes.

Meals Served at Meetings

In general, meal charges are not allowed under local travel per the Josephine County Personnel Policy Manual. However, local meal charges may be paid when the following criteria apply:

- A planned, inter-departmental or inter-agency meeting is called for a specific purpose; and
- The meal is included as part of the meeting's formal agenda.

In these situations, the meal's full cost is paid when it is outside the employee's control. When the employee can order from a menu and control the cost, reimbursement is limited to the in-state rate for travelers.

Section C

Personnel

Josephine County
Administrative Policies & Procedures

Adopted	December 23, 1992	Chapter C
Effective	December 23, 1992	Personnel
Revised	March 14, 2008	Policy C-8

SUBJECT Regular Part-Time Employees, Temporary County Employees, and Independent Contractors

1.0 Purpose

To establish County policy as it relates to the requisition, utilization, authorization and budgeting of Regular Part-Time Employees, Temporary County Employees, Independent Contractors, and individuals hired through temporary employment agencies.

2.0 General Policy

It is the policy of Josephine County to hire Regular Part-Time Employees, Temporary County Employees, and Independent Contractors in accordance with the provisions of this Administrative Policy and Procedure. Temporary County Employees may be hired only for intermittent, casual-seasonal, special projects or other temporary work which lasts less than six months. Individuals may be hired through temporary employment agencies only in certain circumstances, upon approval by the Human Resource Manager and the Board of County Commissioners.

3.0 Definitions

- a. "Regular Part-Time Employee" - means an employee on the County payroll who works a regular ongoing work schedule, 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.
- b. "Temporary County Employee" - means an employee on the County payroll who works an intermittent work schedule, and is not in a budgeted and authorized County position for the fiscal year. Temporary County Employees are generally assigned to casual-seasonal, on-call, special grant, special project or temporary fill-in work (e.g. filling in for an absent employee or an employee on a leave of absence.) A Temporary County Employee works less than six (6) months in any twelve month period. An individual hired through a temporary employment agency is not a "Temporary County Employee."

- c. "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 are paid out of the contract labor or professional services accounts. Independent Contractors are not entitled to any benefits from County that are generally granted by the County to its employees, including vacation, holiday and sick leave, other leaves with pay, medical and dental coverage, life and disability insurance, overtime, social security, workers' compensation, unemployment compensation and retirement benefits, and are directly responsible for all federal or state taxes applicable to any compensation or payments paid to them.

4.0 Policy Guidelines/Procedures

- a. Division Managers, Program Supervisors, and Elected Officials must complete and submit the appropriate requisition and personnel action forms to the Human Resources Office before hiring, re-filling or requesting any new Regular Part-Time Employee position or Temporary County Employee position. The requests must be approved prior to any recruitment, selection, or hiring of any Regular Part-Time Employee or any Temporary County Employee.
 - 1) Regular Part-Time Employees: Regular Part-Time Employees shall be hired using the procedures outlined in Administrative Policy and Procedure C-26 Position Requisition for Regular Employees.
 - 2) Temporary County Employees: Temporary County Employees shall be hired by completing and submitting to the Human Resources Office a Temporary Employee Requisition Form, and a Temporary Employee Personnel Action Form.
 - a) Temporary Employee Requisition Forms must be submitted to the Human Resources Office. The Human Resource Manager will then obtain all appropriate approval signatures, including the Board of County Commissioners.
 - b) Temporary Employee Personnel Action Forms must be submitted to the Human Resources Office. Temporary Employee Personnel Action Forms do not require the approval signatures of the Board of County Commissioners if the Temporary County Employee is to be hired at the position classification identified on the accompanying Temporary Employee Requisition Form.
 - c) If there is a work status change for any Temporary County Employee, including a change to inactive status, or the termination of a Temporary County Employee, then the Division Manager, Program Supervisor or Elected Official must complete a Temporary Employee Personnel Action Form and return the form to the Human Resources Office.

- d) A Temporary County Employee shall not exceed six (6) months work in any twelve month period. The Division Manager, Program Supervisor, or Elected Official shall be responsible for tracking and monitoring the work hours of their Temporary County Employees. The Human Resources and Finance Offices are available to assist in furnishing information for this tracking and monitoring responsibility.
 - e) There may be times during a budget year when workload requirements necessitate changing the status of a Temporary County Employee to a Regular Part-Time Employee or a Regular Full-Time Employee. Division Managers, Program Supervisors, and Elected Official must then follow the requisition process outlined in Administrative Policy C-26, and when necessary, follow any budget adjustment process required by the Finance Office.
- b. Independent Contractors. Division Managers, Program Supervisors, and Elected Officials 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 Public Contracting Rules. Independent Contractors shall not perform regular full-time or part-time employee work.
- c. Individuals Hired through Temporary Employment Agencies. Temporary 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 County Employees.
- 1) The Division Manager, Program Supervisor, or Elected Official shall document in writing the reasons for the use of a temporary employment agency, and shall submit the request to the Human Resources Office with the Temporary Employment Agency Usage Requisition Form. The Human Resource Manager 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 temporary 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 Human Resource Manager. The service agreement shall terminate on the end date identified.

- 3) The Human Resources Office shall be responsible for tracking service agreements and individuals assigned to perform work for the County as employees of a temporary employment agency.
 - 4) Division Managers, Program Supervisors, and Elected Officials shall be responsible for tracking and monitoring the work hours of individuals who are employed by temporary employment agencies. Hours worked shall be submitted to the Finance Office. The Human Resources and Finance Offices are available to assist in furnishing information for this tracking and monitoring responsibility.
 - 5) Temporary employment agencies shall not be utilized to fill a position for more than six (6) months of a twelve (12) month period. Temporary employment agencies shall not be used to provide for ongoing fill-in or on call coverage.
- d. 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.

Josephine County
Administrative Policies and Procedures

Adopted: December 23, 1992
Effective: December 23, 1992
Revised: March 6, 2009
Document Repealed:

Chapter C
Personnel
Policy C-26

SUBJECT: Position Requisitions

1.0 Purpose

To establish County policy and procedures for filling vacant positions, creating new positions, and reclassifying existing positions.

2.0 General Policy

The provisions of this policy establish the guidelines and procedures for documentation, review, and authorization when filling existing County positions, creating new positions, reclassifying existing positions, or making a substantial change to a current Position Description.

3.0 General Policy

“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.

“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, Program Manager or designee.

4.0 Policy Guidelines/Procedures

- a. Submission and approval of a Position Requisition Form is required when filling all vacant positions, adding new positions, and reclassifying current positions.
- b. Position Requisition forms shall be submitted to the Human Resources Office.
- c. Approval of such requisitions requires the signature of the designated approving authority as described herein.

4.1 Filling Vacant Positions

- a. Filling of any vacant position, including budgeted or unbudgeted, and/or authorized or unauthorized positions requires submission of a Position Requisition Form.
- b. Departments shall submit a Position Requisition Form signed by the Supervisory Authority to the Human Resources Office.
- c. In order to allow adequate recruitment time, the Position Requisition Form should be completed and forwarded to the Human Resources Office as soon as a vacancy or new position becomes available or is anticipated.
- d. Written justification including need for position, budgetary impact, and sustainability of funding may be required for filling vacant positions.
- e. The Human Resources Director and the Chief Financial Officer shall be the final approval authority for filling vacancies in positions approved as part of the annual budgetary process.
- f. Approval from the Board of County Commissioners is required for filling vacancies differently than budgeted and authorized as part of the annual budgetary process, or when hiring restrictions are put in place by the Board of County Commissioners.

4.2 New Positions and Reclassifications.

- a. Request for new positions or reclassification of current positions requires that a Position Requisition Form signed by the supervisory authority be submitted to the Human Resources Office with the following information:
 1. 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;
 2. A draft position description for the new classification created by completing a Job Analysis Form with the assistance of Human Resources; and
 3. A draft organizational chart showing the new position within the current structure with identification of supervisory channels.
- b. Human Resources shall determine an appropriate classification and ensure that position designation requirements are met. The Human Resource Director shall conduct appropriate notifications and/or union negotiations should the position be included in a bargaining unit.

- c. Upon approval signature of the Human Resources Director and the Chief Financial Officer, the Human Resources Director shall submit the Position Requisition Form and necessary supporting documentation to the Board of County Commissioners.
- d. The Board of County Commissioners shall be the final approval authority for creating new positions or reclassifying positions.

5.0 Policy Implementation:

- a. Human Resources shall provide training regarding this policy to Supervisors and Managers.
- b. It is the responsibility of all supervisors of the County to ensure that their Departments are in full compliance with this policy.
- c. Supervisors may contact Human Resources for assistance as needed.

Josephine County
Administrative Policies & Procedures

Adopted:	April 10, 1996	Chapter C
Effective:	January 1, 1996	Personnel
Revised:	November 27, 1996	Policy C-27(A)
Revised:	May 5, 2004	
Revised:	June 25, 2010	

SUBJECT: Alcohol and Drug Testing Program – Federal Motor Carrier Safety Administration, Department of Transportation (49 CFR 382 and 49 CFR 40, as amended)

1.0 PURPOSE

The purpose of this policy is to set forth the alcohol and drug testing program for Josephine County employees as required by the Federal Motor Carrier Safety Administration, Department of Transportation under 49 CFR 382 and 49 CFR 40 as amended. In addition, this policy contains County requirements and procedures which are not required by 49 CFR 382 and 49 CFR 40.[49 CFR 382.101]

2.0 APPLICABILITY

2.1 This policy applies to employees who hold the following positions [49 CFR 382.103]:

SEIU – Local 503

Mechanic
Journeyman Mechanic
Lead Mechanic
Vehicle Service Worker
Road Surface Coordinator
Traffic Foreman
Roadworker I
Roadworker II
Roadworker III
Roadworker IV
Vegetation Foreman

AFSCME – Local 3694

Park Rangers
Senior Park Ranger

Non-Union

Maintenance / Construction Supervisor
Road & Bridges Program Supervisor
Parks Supervisor
Fairgrounds Manager
Fairgrounds Maintenance Supervisor
Asst Fairgrounds Maintenance Supervisor

2.2 Prior to the beginning of each calendar year, the County shall provide SEIU Local 503 and AFSCME Local 3694 with a list of its members who are covered by this policy as employees listed in those job classifications above. If such member has not performed any safety-sensitive duties within the preceding calendar year, SEIU or AFSCME may appeal to have the employee removed from the list by submitting a written request and any supporting documentation to the Alcohol and Drug Program Manager. If the County determines that the employee has not performed any safety-sensitive functions within the preceding calendar year, the employee's name may be removed from the list of employees covered by this policy, and the County shall change the employee's job classification to a position not listed in Section 2.1 of this policy. *This requirement is not based on 49 CFR 382.*

3.0 GENERAL POLICY

All employees who operate commercial motor vehicles shall submit to testing for alcohol and controlled substances in accordance with this policy. Participation in this testing program is a requirement of each employee who holds those applicable positions described in section 2.1 of this policy, and is a condition of employment under federal regulations.

4.0 CONTACT PERSON

The following person shall perform the duties as the Alcohol and Drug Program Manager for Josephine County, and is designated to answer questions regarding this policy:

Kathy Haas
Human Resources Technician
Josephine County Human Resources
Josephine County Courthouse, Room 162
500 NW 6th Street, Dept. 11
Grants Pass, OR 97526
(541) 474-5217
khaas@co.josephine.or.us

5.0 DEFINITIONS

- 5.1 “Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.
- 5.2 “Alcohol and Drug Program Manager” means the Josephine County Human Resources Technician listed in Section 4.0, or her designee or successor.
- 5.3 “CFR” means the United States Code of Federal Regulations.
- 5.4 “Commercial Motor Vehicle” means a motor vehicle used to transport passengers or property if the vehicle:
- A. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
 - B. Has a gross vehicle weight rating of 26,001 or more pounds; or
 - C. Is designed to transport 16 or more passengers, including the driver; or
 - D. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 USC 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).
- 5.5 “Controlled substances” means marijuana, cocaine, amphetamines, opiates, and phencyclidine

(PCP).

- 5.6 “County” means Josephine County, its officers, agents, and employees.
- 5.7 “Disabling Damage” means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs. “Disabling damage” includes damage to a motor vehicle that could have been driven, but would have been further damaged if so driven. “Disabling damage” does not include damage which could be remedied temporarily at the scene of the accident without special tools or parts; tire damage without other damage even if no spare tire is available; headlight or taillight damage; or damage to turn signals, horn or windshield wipers which make them inoperative.
- 5.8 “Employee” means any County employee in any of the classifications listed in Section 2.1 of this policy.
- 5.9 “Driver” means any employee who operates a commercial motor vehicle.
- 5.10 “Medical Review Officer” or “MRO” is a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by this Alcohol and Drug Testing Program and evaluating medical explanations for certain drug test results.
- 5.11 “Reasonable Suspicion” is the observation of an employee’s condition or performance that indicates possible alcohol or drug use. This suspicion must be made by a trained County representative, based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee.
- 5.12 “Refusal to Submit” is the refusal to provide a urine or breath specimen after receiving notice of the requirement to be tested, or any of those acts specified in Section 8.1 of this policy.
- 5.13 “Regular employee” is an employee of Josephine County who is not a temporary employee, a casual/seasonal employee, or a probationary employee.
- 5.14 “Safety-Sensitive Function” means all time from the time an employee begins to work or is required to be in readiness to work (reporting time) until the time the employee is relieved from work and all responsibility for performing work (quitting time). Safety-sensitive functions include:
- A. All time at a work site, terminal, facility or other property, or on any public property, waiting to be dispatched, unless the employee has been relieved from duty by the County;
 - B. All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle at any time;
 - C. All time spent at the driving controls of a commercial motor vehicle in operation (driving time);
 - D. All time, other than driving time, in or upon any commercial motor vehicle (except time

spent resting in a sleeper berth);

- E. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- F. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

In addition, safety-sensitive functions include all time performing other work when the employee is a "driver" who performs the safety-sensitive functions listed above on an occasional or intermittent basis. *This requirement is not based on 49 CFR 382.*

- 5.15 "Safety-Sensitive Position" means those positions of employment listed in Section 2.1 of this policy.
- 5.16 "Split Sample" means a part of a urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.
- 5.17 "Substance Abuse Professional" or "SAP" is a person who evaluates employees who have violated this Policy and who makes recommendations concerning education, treatment, follow-up testing, and aftercare. [49 CFR 382.107]

6.0 PROHIBITIONS

- 6.1 **Alcohol Concentration:** No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. [49 CFR 382.201]
- 6.2 **On-duty Use:** No employee shall use alcohol while performing safety-sensitive functions. [49 CFR 382.205]
- 6.3 **Pre-duty Use:** No employee shall perform safety-sensitive functions within four (4) hours after using alcohol. [49 CFR 382.207]
 - A. **On Call Employees:** Employees who are on call for safety-sensitive duties are prohibited from consuming alcohol during on-call hours. If an on-call employee is called to report to duty within four (4) hours after consuming alcohol, the employee must report the use of alcohol during the call. If the employee has acknowledged the use of alcohol, but claims the ability to perform safety-sensitive functions, then the employee shall take an alcohol test prior to performing safety-sensitive functions to demonstrate that the alcohol level is below 0.02. *This requirement is not based on 49 CFR 382.*
- 6.4 **Use Following an Accident:** No employee who is required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident, or until undergoing a post-accident

alcohol test, whichever occurs first. [49 CFR 382.209]

- 6.5 **Refusal to Submit to a Required Alcohol or Controlled Substances Test:** No employee shall refuse to submit to a post-accident alcohol or controlled substances test; a random alcohol or controlled substances test; a reasonable suspicion alcohol or controlled substances test; or a follow-up alcohol or controlled substances test. [49 CFR 382.211]
- A. An employee's refusal to submit to testing is deemed to constitute a verified positive alcohol or controlled substances test result, and such refusal shall result in immediate removal from duty. *This requirement is not based on 49 CFR 382.*
- 6.6 **Controlled Substances Use:** No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the employee uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the employee that the substance will not adversely affect the employee's ability to safely operate a commercial motor vehicle. [49 CFR 382.213]
- 6.7 **Controlled Substances Testing:** No employee shall report to duty, remain on duty, or perform any safety-sensitive functions if the employee tests positive or has adulterated or substituted a test specimen for controlled substances. [49 CFR 382.215]
- 6.8 **Medical Marijuana:** No employee shall use or be under the influence of marijuana for medicinal purposes while performing safety-sensitive functions. *This requirement is not based on 49 CFR 382.*

7.0 TESTS REQUIRED

7.1 **Pre-employment Testing for Controlled Substances:**

- A. All applicants for employment in safety-sensitive positions, and all employees requesting to be transferred or promoted to safety-sensitive positions, must submit to, and pass, testing for controlled substances prior to performing any safety-sensitive functions. An applicant or employee shall not be placed into a position with safety-sensitive functions unless the County has received a controlled substances test result from the Medical Review Officer indicating a verified negative result. [49 CFR 382.301(a)]
- B. The County may waive the requirement for pre-employment testing if:
- 1) The applicant has participated in a controlled substances testing program that meets the requirements of 49 CFR Part 382 within the previous thirty (30) days; and
 - 2) While participating in that program, either was tested for controlled substances within the six (6) months prior to the date of application for employment with the County or participated in the random controlled substances testing program for the previous twelve (12) months prior to the date of application for employment with the County; and

- 3) The County verifies that no prior employer of the applicant has records of a violation of controlled substances use within the six (6) months prior to the date of application for employment. [49 CFR 382.301(b)]
- C. Applicants or employees with a positive test result are disqualified for employment in or transfer to a position with safety sensitive functions. An applicant who has failed a pre-employment test for controlled substances shall not be eligible for evaluation by the County's designated Substance Abuse Professional. Unless otherwise provided by law, an applicant who has failed a pre-employment test for controlled substances shall not be eligible to submit another application for employment in a position with safety-sensitive functions for a period of six (6) months from the date of the test. *This requirement is not based on 49 CFR 382.*
- D. The inability of an applicant to provide an adequate specimen for a pre-employment alcohol or drug test shall be considered and deemed to be a failure of the test. The applicant shall not be eligible for a referral by the County's designated Medical Review Officer for a medical evaluation to determine if the inability to provide a specimen is for a valid medical reason. *This requirement is not based on 49 CFR 382.*
- E. All applicants for employment in safety-sensitive positions shall be subject to pre-employment testing for controlled substances whether or not they are initially expected to perform safety-sensitive functions. In addition, all applicants for employment as temporary or casual/seasonal help will be subject to pre-employment testing for controlled substances. *This requirement is not based on 49 CFR 382.*
- F. If more than ninety (90) days have elapsed between the time of successfully completing pre-employment tests and the assignment of safety-sensitive functions, then the employee shall be required to submit to another pre-employment test for controlled substances prior to being assigned to perform safety-sensitive functions. *This requirement is not based on 49 CFR 382.*
- G. Employees with safety-sensitive functions who have been off-duty for ninety (90) days or more for any reason, and have been out of the random testing pool, must successfully pass a pre-employment test for controlled substances prior to the performance of any safety-sensitive functions. *This requirement is not based on 49 CFR 382.*

7.2 **Post-accident Testing:**

- A. **Alcohol Testing:** As soon as practicable following an accident involving a commercial motor vehicle operating on a public road, the County shall test for alcohol for each of its surviving employees:
 1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of a human life; or
 2. Who receives a citation within eight (8) hours of the accident under State or local law for a moving traffic violation arising from the accident, if the accident involved:

- a) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
- b) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle. [49 CFR 382.203(a)]

If the alcohol test is not administered within two (2) hours following the accident, the County shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If an alcohol test required by this section is not administered within eight (8) hours following the accident, the County shall cease attempts to administer an alcohol test and shall prepare and maintain the same record. Records shall be submitted to the Federal Motor Carrier Safety Administration upon request. [49 CFR 382.303(d)(1)]

B. Controlled Substances Testing: As soon as practicable following an accident involving a commercial motor vehicle operating on a public road, the County shall test for controlled substances for each of its surviving employees:

- 1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
- 2. Who receives a citation within thirty-two (32) hours of the accident under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - a) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - b) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle. [49 CFR 382.303(b)]

If a controlled substance test is not administered within thirty-two (32) hours following the accident, the County shall cease attempts to administer a controlled substances test, and shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the Federal Motor Carrier Safety Administration upon request. [49 CFR 382.303(d)(2)]

C. An employee who is subject to post-accident testing shall remain readily available for such testing or the employee shall be deemed to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care. [49 CFR 382.303(e)]

D. The results of a breath or blood test for the use of alcohol, or the results of a urine test for

the use of controlled substances, conducted by Federal, State or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to applicable Federal, State, or local testing requirements, and that the results of such tests are obtained by the County. [49 CFR 382.303(g)]

- E. The County shall provide employees with necessary post-accident information, procedures and instructions, prior to the driver operating a commercial motor vehicle, so that drivers will be able to comply with the post-accident testing requirements of this section. [49 CFR 382.303(f)]

7.3 **Random Testing:**

- A. Every employee in a safety-sensitive position shall submit to random alcohol and controlled substance testing as required by this section. [49 CFR 382.305(a)]
- B. Annual Percentage Rates:
 - 1) Alcohol Testing: The minimum annual percentage rate for random alcohol testing shall be ten percent (10%) of the average number of driver positions, unless otherwise required by the Federal Motor Carrier Safety Administration as noticed in the Federal Register. [49 CFR 382.305(b)(1), (c)]
 - 2) Controlled Substances Testing: The minimum annual percentage rate for random controlled substances testing shall be fifty percent (50%) of the average number of driver positions unless otherwise required by the Federal Motor Carrier Safety Administration as noticed in the Federal Register. [49 CFR 382.305(b)(2), (c)]

The Alcohol and Drug Program Manager shall have the authority to change the annual percentage rates for random drug and alcohol testing according to any new minimum percentage rate published in the Federal Register. *This requirement is not based on 49 CFR 382.*

- C. The selection of employees for random alcohol and controlled substances testing shall be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with employees' Social Security numbers, payroll identification numbers, or other comparable identifying numbers. The random selection and testing process shall be unannounced, and shall be carried out on an approximate quarterly basis, and each employee shall have an equal chance of being tested each time the random selections are made. Each driver selected for testing shall be tested during the selection period. [49 CFR 382.305(i), (k)]
- D. Each employee who is notified of selection for random testing shall proceed to the test site immediately. However, if that employee is performing a safety-sensitive function other than driving a commercial motor vehicle at the time of notification, then the employee shall cease performing the safety-sensitive function and proceed to the testing site as soon as possible. [49 CFR 382.305(l)]

- E. If randomly selected for testing, employees shall be tested whether or not they are performing safety-sensitive work on the day of the test. With respect to employees represented by AFSCME 3694 or SEIU Local 503 who perform safety-sensitive work on an occasional or intermittent basis, this requirement exists because the employees are expected to perform safety-sensitive work on demand by the County. *This requirement is not based on 49 CFR 382.*
- F. If an employee is subject to random testing under the testing rules of more than one DOT agency, the employee shall be subject to testing at the annual percentage rate established for the calendar year by the DOT agency that regulates more than 50% of the employee's functions. [49 CFR 382.305(n)]

7.4 Reasonable Suspicion Testing:

- A. An employee shall submit to testing for alcohol and/or controlled substances whenever the employee's supervisor or other trained County representative has reasonable suspicion to believe that the employee has violated the prohibitions of Section 6.0 of this policy. The determination that reasonable suspicion exists to require the employee to undergo an alcohol and/or controlled substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. In the case of controlled substances, the observations supporting a reasonable suspicion may also include indications of the chronic and withdrawal effects of controlled substances. [49 CFR 382.307(a), (b)]
- B. The required observations for reasonable suspicion testing shall be made by a supervisor who is trained in accordance with Section 16.1 of this policy. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the employee. [49 CFR 382.307(c)]
- C. Alcohol testing is authorized only if the required observations are made during, just preceding, or just after the performance of safety-sensitive functions. An employee may be directed to undergo reasonable suspicion testing while performing safety-sensitive functions, just before performing safety-sensitive functions, or just after performing such functions. [49 CFR 382.307(d)]
- D. If an alcohol test based on reasonable suspicion is not administered within two (2) hours following the determination of reasonable suspicion, the County shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test based on reasonable suspicion is not administered within eight (8) hours following a determination of reasonable suspicion, the County shall cease attempts to administer an alcohol test and maintain a record of the reasons for not administering the test. [49 CFR 382.307(e)(1)]
- E. No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall

the employee perform or continue to perform safety-sensitive functions, until:

- a. An alcohol test is administered and the employee's alcohol concentration measures less than 0.02; or
 - b. Twenty-four (24) hours have elapsed following the determination that there is reasonable suspicion to believe that the employee has violated the prohibitions of this policy concerning the use of alcohol. [49 CFR 392.307(e)(2)]
- F. The County shall not take any action against an employee based solely on the employee's behavior and appearance, with respect to alcohol use, in the absence of an alcohol test. [49 CFR 382.305(e)(3)]
- C. A written record shall be made of the observations leading to an alcohol or controlled substances reasonable suspicion test, and signed by the supervisor or trained County representative who made the observations, within twenty-four (24) hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier. [49 CFR 392.305(f)]

7.5 Return-to-duty Testing:

Before returning to duty requiring the performance of safety-sensitive functions, any employee who has tested positive for alcohol and/or controlled substances must be evaluated by a Substance Abuse Professional and must successfully comply with the Substance Abuse Professional's recommendations. The employee must follow all procedures provided in 49 CFR 40 Subpart O, and must have a negative test result for controlled substances and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties. [49 CFR 382.309, 40.305]

7.6 Follow-up Testing:

Employees who are returning to duty shall be subject to follow-up testing, which shall be conducted pursuant to the recommendations of the Substance Abuse Professional and in conformance with 49 CFR 40.307. Follow-up testing shall require, at a minimum, six (6) unannounced follow-up tests in the first twelve (12) months of safety-sensitive duty following the employee's return to safety-sensitive functions. [49 CFR 382.311, 40.307]

8.0 REFUSAL TO SUBMIT TO BE TESTED

- 8.1 An employee violates this policy and is deemed to have refused to be tested for alcohol or controlled substances by any of the following:
- A. Failing to appear for any test (except a pre-employment test) within a reasonable time, as determined by the County, after being directed to do so;
 - B. Failing to remain at the testing site until the testing process is complete;

- C. Failing to provide a urine specimen for any drug test;
- D. Failing to permit observation or monitoring of the provision of a urine specimen;
- E. Failing to provide a sufficient amount of urine when directed, and it having been determined that there was no adequate medical explanation for the failure;
- F. Failing or declining to take a second test as directed by the County;
- G. Failing to undergo a medical examination or evaluation, as required;
- H. Failing to cooperate with any part of the testing process, including but not limited to refusing to empty pockets when directed to do so by the collector, or behaving in a confrontational way that disrupts the collection process;
- I. Having a verified adulterated or substituted test result as reported by the MRO [49 CFR 382.107];
- J. Making any verbal or written declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test within the specified time frame, including but not limited to telling the supervisor, other Authorized County Representative or the person conducting tests or collecting urine specimens that the employee is refusing to be tested;
- K. Failing to report to or leaving a specified on-site location for transportation to the testing site before the required testing or collection is completed;
- L. Failing to provide adequate breath or saliva for testing without a valid medical explanation;
- M. Engaging in any other conduct which obstructs the testing process, including but not limited to failing or refusing to sign any required part of any testing form, or providing false information;
- N. Failing to follow the observer's instructions during an observed collection, including instructions to raise clothing above the waist, lower clothing and underpants, or to turn around to permit the observer to determine if there is any type of prosthetic or other device that could be used to interfere with the collection process. *Requirements J – N are not based on 49 CFR 382.*

8.2 Any employee who refuses to be tested for alcohol and/or controlled substances shall be prohibited from performing safety-sensitive functions and shall be required to obtain evaluation and testing by a Substance Abuse Professional in accordance Section 11.0 of this policy. *This requirement is not based on 49 CFR 382.*

9.0 CONSEQUENCES OF AN ALCOHOL TEST RESULT 0.02 OR GREATER BUT LESS THAN 0.04

- 9.1 Any employee who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall be removed from the job. The employee may not return to work until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following administration of the test. [49 CFR 382.505(a)]
- 9.2 The County shall not provide non-safety sensitive work for an employee who is tested under this testing program and found to have an alcohol concentration of 0.02 or greater but less than 0.04. Employees may use applicable paid leave benefits for the time off required in order to comply with the requirements of this section. *This requirement is not based on 49 CFR 382.*
- 9.3 For the first instance only within any thirty-six (36) month period, any employee who has an alcohol test result of 0.02 or greater but less than 0.04 shall not be subject to discipline unless there are other, aggravating circumstances in addition to their absence from the job due to the test result. Thereafter, any employee who has an alcohol test result of 0.02 or greater but less than 0.04 may be subject to discipline for the job disruption associated with their absence from the job in the manner provided in the appropriate labor agreement or personnel rules. Such discipline may start with a written warning. *This requirement is not based on 49 CFR 382.*

10.0 TESTING PROCEDURES

- 10.1 General: The procedures for specimen collection, chain of custody, laboratory analysis, and quality control shall be conducted in accordance with the provisions set forth in 49 CFR 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs, a copy of which is available on request or at http://www.access.gpo.gov/nara/cfr/waisidx_08/49cfr40_08.html .
- 10.2 Negative Dilute: Any drug or alcohol test with the result of negative dilute shall be retested. Should this second test result in a negative dilute result, the test shall be considered negative with no additional testing unless directed to do so by the MRO. *This requirement is not based on 49 CFR 382.*
- 10.3 Observed Collections: Observed Collections are required in the following circumstances:
- A. All return-to-duty tests;
 - B. All follow-up tests;
 - C. When an employee is directed to provide a second specimen because the first specimen was out of the accepted temperature range;
 - D. When an employee is directed to provide a second specimen because the first specimen appeared to be tampered with;
 - E. When a collector observes materials brought to the collection site or behavior that indicates an attempt to tamper with a specimen;
 - F. When a laboratory reports to the MRO that the original specimen was invalid, and the MRO determines that there is no adequate medical explanation for the result; or

- G. When the MRO determines that the original specimen was positive, adulterated or substituted but had to be cancelled because the test of the split specimen could not be performed. *This section is not based on 49 CFR 382.*

10.4 Loss of Urine Samples:

- A. In the event that a primary urine sample is not available for laboratory analysis due to leaking from the container or other loss during the collection or testing process, the split urine sample shall be divided into new primary and split samples, and the new primary sample shall be analyzed for controlled substances.
- B. In the event that the primary sample tests positive, the employee may request a confirmation test using the split sample. If the split sample is not available for laboratory analysis due to leaking from the container or other loss during the collection or testing process, the County shall require collection of another urine sample from the employee on the basis of reasonable suspicion. The complete testing sequence shall be performed on the new urine sample and the results of analysis of the new sample shall be the final "official" test results. *This section is not based on 49 CFR 382.*

11.0 CONSEQUENCES OF PROHIBITED CONDUCT

- 11. No employee shall perform safety-sensitive functions if the employee has engaged in conduct prohibited by this policy. [49 CFR 382.501]
- 11.1 Any temporary employee, casual/seasonal employee, or probationary employee listed in Section 2.1 who violates any of the provisions of this policy shall be terminated immediately. *This requirement is not based on 49 CFR 382.*
- 11.2 Any regular employee who has a verified positive controlled substances test result, who has an alcohol concentration of 0.04 or greater, or who refuses to submit to a test must be evaluated by a substance abuse professional in accordance with 49 CFR 40, and shall immediately be removed from the job. [49 CFR 382.501]
- 11.3 Any regular employee who has violated the provisions of this policy may not return to work until successfully completing the evaluation, referral, and treatment process set forth in 49 CFR 40 Subpart O, summarized as follows:
 - A. The County shall provide the employee with a list of Substance Abuse Professionals (SAP), with names, addresses, and telephone numbers.
 - B. The employee shall undergo a clinical assessment and evaluation by a SAP to determine what assistance is needed to resolve problems associated with use of alcohol and/or controlled substances.
 - C. If determined necessary by the SAP, the employee shall properly follow any education or treatment program referral by the SAP.
 - D. The employee shall undergo a follow-up evaluation by the SAP to determine whether the

employee has actively participated in the education or treatment program and has demonstrated successful compliance with the initial assessment and evaluation recommendations.

- E. The SAP shall provide the County with a follow-up drug and/or alcohol testing plan for the employee, and shall provide the employee and the County with recommendations for continuing education or treatment.
 - F. The employee shall undergo Return-to-Duty testing, and shall have an alcohol test result of less than 0.02, and/or a verified negative test result for controlled substances. [49 CFR 40]
- 11.4 The County shall not provide non-safety-sensitive work for an employee who has violated this policy. Employees may use applicable paid leave benefits, which may include paid time off, accrued comp time, time management leave (if available), sick leave, or vacation leave for the time off required to comply with the requirements of this section.
- 11.5 Any violation of this policy shall be considered a severe offense by the County. Any employee who has violated any of the provisions of this policy may be subject to discipline in the manner provided in the appropriate labor agreement or personnel rules. Discipline for any employee who has an alcohol test result of 0.04 or greater, or a verified positive controlled substances test result may start at suspension without pay. Violations of an extremely serious nature, such as involvement in an accident resulting in a fatality or in substantial property damage or bodily injury may result in discipline up to and including termination, even for a first offense.
- 11.6 Before being permitted to return to work, any employee who is off the job for seven (7) days or longer due to a violation of any of the provisions of this policy shall be required to enter into a Return-to-Work Agreement between the County, the employee, the appropriate bargaining unit, if any, and the SAP, if any. The Return-to-Work Agreement shall provide that a subsequent violation may result in the employee's termination. The Return-to-Work Agreement shall also include any plan of assistance or treatment developed by the SAP.
- 11.7 Return-to-Work agreements may not expand the scope of testing required by this policy, waive rights under this policy or under any applicable collective bargaining agreement (e.g., just cause for discipline and discharge), or allow the County to require follow-up testing not required by the SAP.
- 11.8 Return-to-Work agreements shall be limited in duration to the period of follow-up testing required by the SAP, or to one (1) year, whichever is greater.
- 11.9 If an employee is off work for thirty (30) days or longer due to a violation of this policy, the employee may be terminated even for a first offense. However, this provision shall not apply if the employee has satisfied all of the requirements of this policy with regard to returning to work, and has successfully passed a Return-to-Duty test with a verified negative result or fails a Return-to- Duty test, but it is determined by the MRO that the failure results from the use of a controlled substance prior to initiation of a prescribed treatment or rehabilitation program. In order to exercise this exception, the employee must authorize the MRO to release information to the County to substantiate such a determination. *Sections 11.4 to 11.9 are not based on 49 CFR*

12.0 EMPLOYEE'S RESPONSIBILITY FOR TIMELINESS

- 12.1 Any employee who violates any of the provisions of this policy shall vigorously pursue all requirements for returning to work as quickly as possible. The employee is responsible for keeping the Alcohol and Drug Program Manager closely informed of the progress in complying with the return to work requirements of this policy.
- 12.2 Failure of the employee to make meaningful progress toward satisfying the requirements of Section 11 of this policy within five (5) work days following the violation, or failure to continue meaningful progress for a period of five (5) work days once started, may be cause for the employee's employment with the County to be terminated. If the employee is a union member and the County becomes concerned that the employee may not be making meaningful progress toward returning to work, the County shall notify the employee's union representative, in writing, and include any relevant information supporting the cause for concern. *This requirement is not based on 49 CFR 382.*

13.0 PAYMENT OF PROGRAM COSTS

- 13.1 The County shall pay all costs, including paid time, for random testing, reasonable suspicion testing, post-accident testing, and the initial SAP evaluation and assessment. A job candidate shall pay for pre-employment testing, but the County shall reimburse the candidate for testing costs if the candidate is hired following a negative test result. The candidate's time for pre-employment testing shall not be considered County paid time.
- 13.2 Employees who violate the prohibitions of this policy shall be responsible for making all arrangements and paying all costs for any required education and treatment programs, return-to-duty testing and the first follow-up test, unless such costs are covered by insurance or covered by any County program for which the employee is eligible. If an employee's first follow-up test has a positive test result, the employee shall pay the costs of any subsequent follow-up tests, but shall be reimbursed by the County for each subsequent test which has a negative test result. An employee who has a test performed on a split sample following a positive drug test must make the testing arrangements and pay for the test. The County shall reimburse the employee for the testing cost if the test result refutes the positive test result. *This section is not based on 49 CFR 382.*

14.0 CONFIDENTIALITY AND RELEASE OF INFORMATION

- 14.1 The County shall strictly adhere to all standards of confidentiality throughout the testing process. Testing records and results shall be released only to those persons authorized by federal regulations to receive such information. Employee information contained in records maintained pursuant to this policy shall not be released, except as required by law, or as follows:
- A. An employee is entitled, upon written request, to obtain copies of records pertaining to the employee's tests for alcohol or controlled substances. The County shall promptly provide the records requested by the employee.

- B. The County shall make available copies of all results when requested by the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the County or any of its drivers.
- C. Records shall be made available to a subsequent employer upon receipt of a written request from the employee.
- D. Records may be released to another identified party only as directed by the specific, written consent of the employee authorizing release of the information to that party. The release must specifically identify the individual to whom the information may be released. [49 CFR 382.405]

15.0 RECORDS RETENTION

15.1 The County shall maintain the following records in a secure location with controlled access. The records shall be maintained for the following specified minimum periods of time as measured from the date of the creation of the record as follows:

- A. Five Years:
 - 1) Records of employee test results indicating an alcohol concentration of 0.02 or greater;
 - 2) Records of verified positive controlled substances test results;
 - 3) Documentation of refusals to take required alcohol and/or controlled substances test results;
 - 4) Employee evaluation and referrals;
 - 5) Calibration documentation;
 - 6) Records related to the administration of the alcohol and controlled substances testing programs; and
 - 7) A copy of each annual calendar year summary.
- B. Two Years: Records related to the alcohol and controlled substances collection process (except calibration of breath testing devices).
- C. One Year: Records of negative and cancelled controlled substances test results, and alcohol test results with a concentration of less than 0.02.
- D. Indefinite Period: Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and employees shall be maintained by the County while the individual performs the functions which require the training and for two (2) years after ceasing to perform those functions. [49 CFR 382.401]

16.0 TRAINING AND ADDITIONAL INFORMATION

- 16.1 The County, AFSCME, and SEIU shall provide training on this policy for all supervisors and all employees covered by this policy. All persons designated to supervise employees covered by this policy shall receive at least sixty (60) minutes of training on alcohol abuse and receive at least an additional sixty (60) minutes of training on controlled substances abuse. Such training is to be used by the supervisors to determine whether reasonable suspicion exists to require an employee to undergo testing based on reasonable suspicion, and shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. [49 CFR 382.603]
- 16.2 AFSCME and SEIU union officers shall be permitted to attend "reasonable suspicion" training provided to supervisors per 49 CFR 382.603. *This section is not based on 49 CFR 382.*
- 16.3 Information concerning: 1) The effects of alcohol and controlled substances use on an individual's health, work, and personal life; 2) Signs and symptoms of an alcohol or a controlled substances problem; and 3) Available methods of intervening when an alcohol or a controlled substances problem is suspected is attached to this policy as Exhibits 1, 2, and 3, respectively. [49 CFR 382.601(a)(11)]
- 16.4 As part of County labor/management meetings, the County and union representatives may review the processes involved in this policy, determine the need for any additional training, and attempt to resolve any apparent problem areas. *This section is not based on 49 CFR 382.*

17.0 SAVINGS CLAUSE

- 17.1 The provisions of 49 CFR 382 and 49 CFR 40 as amended are adopted and incorporated herein. In the event that any provision of this policy conflicts with any term or provision of 49 CFR 382 or 49 CFR 40, the applicable provisions of the CFR shall control. [49 CFR 382.109]
- 17.2 Either the County, AFSCME, or SEIU may suggest modifications on any portion of this policy. The County reserves the right to modify, change or delete from this policy as required by law or at management discretion. *This section is not based on 49 CFR 382.*

18.0 CERTIFICATE OF RECEIPT

- 18.1 As a condition of employment, each employee subject to this policy shall sign the attached statement certifying that the employee has received a copy of this policy, and has read and understood the policy. The original of the signed acknowledgement shall be maintained in the employee's personnel file. [49 CFR 382.601(d)]

ACKNOWLEDGMENT OF ALCOHOL AND DRUG TESTING POLICY

Pursuant to 49 CFR 392.601(d), I acknowledge that I have received a copy of Josephine County’s Alcohol and Drug Testing Program policy required by the Federal Motor Carrier Safety Administration, U.S. Department of Transportation, for employees who perform safety-sensitive functions.

I understand that receipt of this policy constitutes legal notification of the contents, and that it is my responsibility to become familiar with and adhere to all provisions contained in this policy. I will seek and get clarifications for any questions from the Alcohol and Drug Program Manager. I also understand that compliance with all provisions contained in this policy is a condition of my employment.

I understand that the information contained in this policy is subject to change, and that any such changes shall be provided to me in writing.

Printed Name of Employee

Signature of Employee

Date

EXHIBIT 1

ALCOHOL

Classification: Depressant

Common or street names: Booze, cocktails, nightcaps, highballs, beer, wine, wine coolers, hard liquor (whiskey, scotch)

Description / comments:

- A. Easily obtained and highly abused
- B. Alcohol is the most abused drug in the workplace
- C. Alcoholism affects 2 in 10 Americans of all ages and backgrounds
- D. Teenagers and pre-teens usually steal alcohol from parent's liquor cabinet or have it purchased by legal drinking aged friends

Effects on user:

- A. Physical effects
 - 1. Slight increase in heart rate, sweating, dilation of blood vessels, moderately lower blood pressure, appetite stimulation, increased production of gastric secretion, and increased urine production
 - 2. Levels of fat-protein affected
- B. Symptoms of abuse
 - 1. Person smells of alcohol
 - 2. Loss of inhibitions and worries less
 - 3. Poor judgment, slowed reactions, slurred speech, staggering, disoriented
 - 4. Loss of control over behavior; may be aggressive or violent
- C. Possible results of long term use
 - 1. Personality changes
 - 2. Physical addiction and damage to heart, liver, and other organs
 - 3. Psychological addiction and uncontrollable drinking; depression
 - 4. Death from overdose, withdrawal or related accidents (e.g. auto)

Work and family related problems:

- A. Create excessive safety problems at the workplace
 - 1. Unfit for duty
 - 2. Increased risk to co-workers
 - 3. Frequent accidents
 - 4. Absenteeism and tardiness
 - 5. Unreliability and declining performance
- B. Emotions / upset caused by alcoholic's drinking behavior
 - 1. Suspicion
 - 2. Insecurity
 - 3. Guilt and fear
 - 4. Disappointment and isolation
 - 5. Embarrassment and resentment

MARIJUANA

Classification: Narcotic and hallucinogen, but does not fit well in either category

Common or street names: Pot, grass, reefer, dope, weed

Description / comments:

- A. Comes from the hemp plant (cannabis sativa)
- B. Made from dried leaves; hashish comes from the pressed resin of the plant
- C. Can be used by oral consumption or smoking
- D. Most widely used illicit drug in U.S. among adolescents and young adults
- E. Principle psychoactive ingredient: tetrahydrocannabinol (THC)
- F. Currently 14-18 times more potent than 50 years ago
 - 1960's: 1% THC
 - 1980's: 4-10% THC
 - 1990's: 14-18% THC
- G. One of the largest cash crops in Oregon. Some of the most potent marijuana in the world is grown in Oregon. It's the second largest cash crop in the U.S.
- H. 7 to 20 times the tar of cigarettes
- I. Second most abused drug in the workplace

Effects on user:

- A. Immediate effects:
 - Increased heart rate with little change in blood pressure
 - Dilated blood vessels in eyes (blood shot)
 - Dizziness, minor tremors, decrease in hand steadiness
 - Short-term and long-term memory impairment
 - Short attention span

- B. Long-term use can lead to serious health problems:
 - Respiratory: Sinusitis, sore throat, chronic cough, bronchitis, emphysema
 - High tar content, high cancer risk
 - Cardiovascular: Heart beats faster and works harder
 - Hazard for anyone with heart disease
 - May contain harmful bacteria or chemical contaminants
 - Reproductive: Disrupts sperm production
 - Possible changes in ovulation and fertility
 - Can lead to intrauterine growth retardation
 - Difficult labor, low birth weight, birth defects (fetal marijuana syndrome)
 - Psychological: Amotivational syndrome - General lack of concern and motivation lasting long after effects have worn off
 - Apathy - numbed emotions
 - Retarded psycho-emotional development

- C. Tolerance and dependence:
 - 1. With frequent use, tolerance develops; the user must increase dosage to experience same effects experienced at lower doses; THC can stay in the body for up to 45 days after usage
 - 2. Dependence can occur with heavy use
 - 3. Marijuana is fat soluble and remains in the body for long periods; stored in brain and reproductive organs

Work and family related problems: Absences due to illness; Personality problems
Slowed work performance, decrease in motivation
Poor social skills; Poor learning skills
Possible deterioration in personal hygiene

COCAINE

Classification: Stimulant

Common or street names: Coke, Snow, Blow, Toot, Flake, Crack, Rock

Description / comments:

- A. Cocaine is an alkaloid found in the leaves of the coca shrub grown in South America
- B. Leaves are mixed with kerosene, sulfuric acid, and an alkali to form a coca base
- C. Can be processed further by addition of hydrochloric acid to provide the salt; Cocaine hydrochloride, with purity of 90-100%
- D. Looks like white flakes or rocks and feels powdery when crushed
- E. This powder is “cut” (other substances are added) before it’s sold on the street
- F. Can be used by snorting, injecting, swallowing, and smoking

Effects on User:

- A. Physical effects on regular cocaine users
 - 1. Insomnia - anxiety - irritability
 - 2. Fatigue - depression - weight loss
 - 3. Headaches - chest pains - nasal problems

- B. Heavy cocaine use (chronic)
 - 1. Experience hallucinations
 - 2. High degree of paranoia
 - 3. Paranoid psychosis, similar to schizophrenia
 - 4. Death due to convulsion or cardiovascular and respiratory failure

- C. Tolerance and dependence
 - 1. Tolerance can develop from snorting, smoking, and intravenous injection
 - 2. Strong psychological dependence takes place in many users
 - 3. Physical dependence is a real possibility
 - 4. Severe depression, known as a “crash” results when use is stopped. This makes discontinuing cocaine difficult
 - 5. Special dangers
 - a. Acute cocaine poisoning - abdominal pain, nausea, vomiting, rapid heart beat, irregular breathing, convulsions, coma, and death
 - b. Harm from impure cocaine
 - c. Death from combining with other drugs - e.g. cocaine and heroin (speedball)

Work and family related problems

- A. Great financial expense / advance draws on paycheck
- B. Agitation and fatigue
- C. Isolation
- D. Absences due to illness / unexplained absences
- E. Legal difficulties
- F. Manic-depressive symptoms

OPIATES

Classification:

- A. Sometimes referred to as narcotics; a group of drugs used medically to relieve pain, but also have a high potential for abuse
- B. Includes opium, morphine, heroin, and codeine
- C. Manufactured or synthesized opiates include meperidine (Demerol)

Common or street name: Opium, morphine, codeine

Heroin: Smack, Horse, Junk

Description / comments:

- A. Opium appears as dark brown chunks or as a powder and is usually smoked or eaten. Often diluted or “cut” (mixed) with other substance such as sugar or quinine
- B. Other opiates come in the form of capsules, tablets, syrups, solutions, and suppositories

Effects on User:

- A. Physical effects
 - 1. Lethargic, not moving, day-dreaming, silly grin, vacant stare, pin-point pupils
 - 2. Over time, may develop infections of the heart lining and valves, skin abscesses, and congested lungs
 - 3. Unsterile solutions, syringes, and needles can cause illnesses such as liver disease, tetanus, and serum hepatitis
- B. Tolerance and dependence
 - 1. High physical and psychological dependence
 - 2. Withdrawal symptoms: runny nose, teary eyes, reactive gastrointestinal disturbance
- C. Special dangers
 - 1. Involved in illegal activities
 - 2. Associated danger of IV use
 - 3. Overdose and financial problems

Work and family related problems

- A. Effects on the family
 - 1. Financial difficulties
 - 2. Suspicion and insecurity
 - 3. Resentment and disappointment
- B. Effect at the workplace
 - 1. Unreliable
 - 2. Difficulty with co-workers
 - 3. Absenteeism and tardiness

METHAMPHETAMINES

Classification: Stimulant

Common or street names: Crank, Meth, Crystal Meth, Go

Description / comments:

- A. Available in prescription (Brand name Desoxyn)
- B. Pharmaceutical preparations are white, odorless, crystalline, water soluble powders
- C. Illicit preparations are off-white or yellowish powders, crystals, capsules, or tablets in various sizes and colors
- D. Can be used by snorting, swallowing, or injecting
- E. Willamette Valley is a leader in illegal manufacture of Methamphetamine in the U.S.

Effects on User:

- A. Short-term from moderate dose (up to 60 mg)
 - 1. Restlessness
 - 2. Euphoria
 - 3. Insomnia
 - 4. Reduced appetite
 - 5. Increased heartbeat
 - 6. Dry mouth

- B. Short-term from higher dose (over 60 mg)
 - 1. Intense exhilaration
 - 2. Rapid thought pattern
 - 3. Irritability
 - 4. Paranoid thinking
 - 5. Confusion
 - 6. Excessive sweating
 - 7. Potential for violent behavior

Very high doses will cause coma, cerebral hemorrhage (death)

- C. Long-term effects
 - 1. Chronic sleeping problems
 - 2. Anxiety and tension
 - 3. High blood pressure
 - 4. Skin rash
 - 5. Paranoid thinking
 - 6. Severe agitation
 - 7. Potential for violent behavior

- D. When mixed with other stimulants
 - 1. Increased stimulating effects on nervous system
 - 2. Synergetic effects when mixed with other stimulants

- E. Tolerance and dependence
 - 1. Tolerance can start occurring within four weeks with frequent use
 - 2. Chronic high doses result in physical dependence and withdrawal sickness such as sleep disturbances and apathy
 - 3. Strong psychological dependence results even in low dose users
 - 4. Severe medical problems can develop from impure batches of the drug

Work and family related problems

- A. Very often away from work area
- B. Agitation
- C. Excessive absences
- D. Manic-depressive symptoms

PHENCYCLIDINE (PCP)

Classification: Both a hallucinogen and a stimulant

Common or street names: Angel Dust, Killer Weed, Embalming Fluid, Rocket Fuel, Crystal, Wet, Water, Wack, Fry, Amp, Formaldehyde, Zoot, Hog

Description / comments:

- A. White, tan, or brown powder; gummy blob
- B. Sold in tablets, capsules, or liquid
- C. Commonly added to marijuana, cigarettes, cigars, or other leaves rolled in cigarette papers
- D. Can be used by snorting, smoking, or eating

Effects on user:

- A. General:
 - 1. Feelings of strength
 - 2. Feelings of power
 - 3. Feelings of invulnerability
 - 4. Numbing
 - 5. Violent
 - 6. Irrational
 - 7. Suicidal

- B. Low Doses:
 - 1. Slight increase in breathing rate
 - 2. Pronounced rise in blood pressure
 - 3. Shallow respiration
 - 4. Flushing profuse
 - 5. Sweating occurs
 - 6. Generalized numbness of extremities

- C. High Doses:
 - 1. Drop in blood pressure, pulse rate, and respiration
 - 2. Nausea
 - 3. Vomiting
 - 4. Blurred vision
 - 5. Flicking up and down of the eyes
 - 6. Drooling
 - 7. Loss of balance and dizziness
 - 8. Seizures, coma, and death
 - 9. Hallucinations, delusions, and illusions

Work and family related problems

- A. Irrational
- B. Suicidal
- C. Violent
- D. Possibility of arrest

EXHIBIT 2

WARNING SIGNS OF SUBSTANCE ABUSE/ADDICTION

Substance abuse or dependence can be difficult to identify. Typically, it is surrounded by avoidance and denial . . . and there is no single, clear test to assess abuse or dependence.

If a person is abusing or is dependent on any mood-altering substance, you will observe several of the following symptoms:

- Increased sick leave
- Leaving work early/arriving late
- Frequent, unscheduled absences
- Escalated conflicts (work or home)
- Physical/verbal abusiveness
- Excessive amount of personal telephone time
- Mood swings, high and low
- Alternate periods of high and low productivity
- Borrowing money/financial problems
- Over-reaction to criticism
- Increased irritability
- Temper outbursts/argumentativeness
- Fatigue/lethargy
- Increased accidents on the job
- Withdrawal from co-workers

These are the hallmark symptoms of substance abuse. If there is a pattern of these symptoms at work, or at home, a professional evaluation can determine if substance abuse/dependence is present.

Problems associated with substance abuse/dependence are complex. Various types of treatment are appropriate, depending on the severity and longevity of abuse or dependence.

EXHIBIT 3

AVAILABLE METHODS OF INTERVENING WHEN AN ALCOHOL OR DRUG PROBLEM IS SUSPECTED

Employees in Josephine County have the following options for intervening when they suspect that a co-worker experiencing a problem regarding alcohol or drugs:

1. Confrontation

The employee may choose to confront the co-worker regarding their suspicions on a personal level. While this may sometimes be effective when the individuals have a very personal and supportive relationship, it is also a very risky approach to the situation. If the confrontation goes badly, physical violence could be a possibility, and future personal and working relationships could be severely strained. Except in cases when an employee is concerned over an immediate and serious danger because a co-worker is obviously impaired and a supervisor is not available, the County does not encourage personal confrontation between co-workers as a means of addressing suspicions of alcohol or controlled substance problems.

2. Referral to a Professional Counselor or a Substance Abuse Professional (SAP)

An employee who suspects that a co-worker has a problem with alcohol or drugs (or other problems) may choose to suggest that the co-worker contact a professional counselor or a SAP. However, when done on a personal level, such suggestions could be considered a form of confrontation by the co-worker and should be carefully considered. It is important to note that a subordinate or peer cannot require a co-worker to seek the help of or visit a professional counselor or a SAP. While the suggestion may be made, there can be no direct consequences if the co-worker chooses not to visit a professional counselor or SAP.

A supervisor may be working with a subordinate employee to correct performance deficiencies and come to suspect that the deficiencies result from personal problems, possibly including a problem with alcohol or drugs. In such cases, the supervisor should suggest that the employee contact a professional counselor or SAP even if the performance concerns have not yet progressed to the point of discipline. At this stage, there can be no direct consequence if the employee chooses not to visit a professional counselor or SAP. Once performance deficiencies have progressed to the point of discipline, the supervisor may consider referral to a professional counselor or SAP in lieu of or as partial mitigation of the discipline which would otherwise be considered. At this stage, if the employee chooses not to visit a professional counselor or SAP when the option is offered, the supervisor should enact the full measure of discipline appropriate to the performance deficiencies.

Referral of an employee to a professional counselor or SAP is not, by itself, an acceptable alternative when a supervisor finds that reasonable suspicion exists that the employee has violated any provision the County's Alcohol and Drug Testing Policy. In such cases, the provisions of the County's Alcohol and Drug Testing Policy must be followed.

3. Referral to Management Or Union

The County's preferred approach when an employee suspects that a co-worker is experiencing a problem regarding alcohol or controlled substances is to report their concerns to management. In most cases where the concern involves a co-worker in the same work unit or crew, the County's preference is that the report be made to the employee's immediate supervisor. However, if the suspicion involves the employee's

supervisor, manager, or co-worker from another work unit or crew, or if the employee is uncomfortable with reporting to an immediate supervisor for any reason, the employee may report his or her suspicions and concerns to either:

Sara Moye
Human Resources Director
Josephine County Courthouse, Rm 162
500 NW 6th St, Dept. 11
541-474-5216

Kathy Haas
Alcohol and Drug Program Manager
Josephine County Courthouse, Rm 162
500 NW 6th St, Dept. 11
541-474-5214

Any report from an employee who suspects that a co-worker is experiencing a problem regarding alcohol or controlled substance shall be fully investigated. The report and all subsequent investigation shall be treated in a manner that is highly confidential. An employee who reports suspicions or concerns that a co-worker is experiencing a problem regarding alcohol or controlled substance is not entitled to any follow-up reporting except the most general indication that the investigation is on-going or has been concluded.

No testing shall occur based solely on a report of suspicions or concerns. In order for such testing to be required, a supervisor or manager who has received training required by this policy must also find that a reasonable suspicion exists to believe that the employee has violated the provisions of this policy. The determination that reasonable suspicion exists to require the employee to undergo an alcohol or controlled substance test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. In the case of controlled substances, the observations supporting a reasonable suspicion finding may also include indications of the chronic and withdrawal effects of controlled substances. If a Union employee is uncomfortable reporting concerns regarding a co-worker to County management, the employee may want to consider reporting concerns to a Union officer or steward instead. Union representatives may be able to work with the co-worker, with or without involving County management, as appropriate, in order to intervene with respect to the employee's suspicions or concerns.

**Josephine County
Administrative Policies & Procedures**

Adopted:	April 10, 1996	Chapter C
Effective:	April 10, 1996	Personnel
Revised:	May 5, 2004	Policy C-27(B)
Revised:	June 11, 2008	
Revised:	June 25, 2010	
Revised:	June 7, 2011	

SUBJECT: Alcohol and Drug Testing Program – Federal Transit Administration, Department of Transportation (49 CFR 655, 49 CFR 40 as amended)

1.0 PURPOSE

The purpose of this policy is to set forth the alcohol and drug testing program for Josephine County employees as required by the Federal Transit Administration, Department of Transportation under 49 CFR 655 and 49 CFR 40 as amended. In addition, this policy contains County requirements and procedures which are not required by 49 CFR 655 and 49 CFR 40. [49 CFR 655.15(j)]

2.0 APPLICABILITY

2.1 This policy applies to employees who hold the following positions:

AFSCME - Local 3694

Bus Driver, Transit
Driver/Dispatcher, Transit
Dispatcher, Transit

SEIU - Local 503

Shop Assistant, Public Works
Vehicle Services Worker, Public Works
Mechanic, Public Works
Journeyman Mechanic, Public Works
Lead Mechanic, Public Works

NonUnion

Transit Program Supervisor, Transit
Fleet Program Supervisor, Public Works

2.2 Prior to implementing this policy and prior to the beginning of each calendar year thereafter, the County shall provide AFSCME Local 3694 and SEIU Local 503 with a list of its members who are covered by this policy as employees listed in job classifications in Section 2.1. If such member has not performed any safety-sensitive functions within the preceding calendar year, AFSCME Local 3694 or SEIU Local 503 may appeal to remove the employee from the list by submitting a written request and any supporting documentation to the Alcohol and Drug Program

Manager. If the County determines that the employee has not performed any safety-sensitive functions within the preceding calendar year, the employee's name may be removed from the list of employees covered by this policy, and the County shall change the employee's job classification to a position not listed in Section 2.1 of this policy. *This requirement is not based on 49 CFR 655.*

3.0 GENERAL POLICY

All covered employees shall submit to drug and alcohol testing in accordance with this policy. Participation in this testing program is a requirement of each employee who holds those applicable positions described in section 2.1 of this policy, and is a condition of employment under federal regulations.

4.0 CONTACT PERSON

The following individual shall perform the duties as the Alcohol and Drug Program Manager for Josephine County, and is designated to answer questions regarding this policy:

Kathy Haas
Senior Human Resources Technician
Josephine County Human Resources
500 NW 6th Street, Room 162
Grants Pass, OR 97526
(541) 474-5217
khaas@co.josephine.or.us

5.0 DEFINITIONS

5.1 **Accident** means an occurrence associated with the operation of a vehicle, if as a result:

- A. An individual dies;
- B. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident;
- C. With respect to an occurrence in which the mass transit vehicle involved is a bus, electric bus, van, or automobile, one or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle; or
- D. With respect to an occurrence in which the mass transit vehicle involved is a rail car, trolley car, trolley bus, or vessel, the mass transit vehicle is removed from revenue service.

5.2 **Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

5.3 **Alcohol and Drug Program Manager** shall be the Josephine County Human Resources Technician listed in Section 4.0, or her designee or successor.

5.4 **Adulterate** means to add material to a urine sample to try to change the results of the test.

- 5.5 **Authorized County Representative** means a management employee who has been trained on the facts, circumstances, physical evidence, physical signs and symptoms, or patterns of performance and behavior associated with alcohol misuse and drug use, in order to determine reasonable suspicion to believe an employee has violated the prohibitions of this policy.
- 5.6 **CFR** means the United States Code of Federal Regulations.
- 5.7 **Collection Site** is the designated clinic or facility where applicants or employees must present themselves for the purpose of providing specimens of their urine to be analyzed for the presence of drugs.
- 5.8 **Controlled Substances** means marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).
- 5.9 **County** means Josephine County, its officers, agents, and employees.
- 5.10 **Covered Employee** or **Employee** means any employee of Josephine County in any of the classifications listed in Section 2.1 of this policy, and any other employees who are “drivers” or perform “safety-sensitive functions” as defined in 49 CFR Parts 40 and 655.
- 5.11 **Dilute Specimen** means a urine sample with creatinine and specific gravity values that are lower than expected for human urine.
- 5.12 **DOT** means the United States Department of Transportation.
- 5.13 **FTA** means the Federal Transit Administration.
- 5.14 **Medical Review Officer (MRO)** is a licensed doctor of medicine or osteopathy with knowledge of drug abuse disorders and drug testing who is responsible for reviewing and verifying drug testing results prior to their communication to the Alcohol and Drug Program Manager.
- 5.15 **Negative Drug Test** is a test in which initial or confirmation laboratory testing did not show evidence of a prohibited drug in an employee’s or applicant’s system above established levels, or a test which is verified as negative by the MRO.
- 5.16 **On Duty Time** means all time from the time an employee begins to work or is required to be in readiness to work (reporting time), until the time the employee is relieved from work and all responsibility for performing work (quitting time).
- 5.17 **Positive Test Result** means a verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, as amended, or a confirmed alcohol concentration of .04 BAC or greater.
- 5.18 **Random Testing** is computerized, random selection for alcohol and drug testing in which each person in the data base has an equal chance of selection each time a selection occurs.

- 5.19 **Reasonable Suspicion** is the observation of an employee's condition or performance that indicates possible alcohol or drug use. This suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee.
- 5.20 **Refusal to Submit** is the refusal to provide a urine or breath specimen after receiving notice of the requirement to be tested, or any of those acts specified in Section 10.0 of this policy which are deemed to constitute a refusal to submit to testing.
- 5.21 **Safety-sensitive Functions** means any of the following duties:
- A. Operating a revenue service vehicle, including when not in revenue service;
 - B. Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
 - C. Controlling dispatch or movement of a revenue service vehicle;
 - D. Maintaining a revenue service vehicle or equipment used in revenue service; or
 - E. Carrying a firearm for security purposes.
- 5.22 **Service Agent** is any person or agency who provides drug testing services on behalf of the County in accordance with the requirements of 49 CFR 655 and 49 CFR 40.
- 5.23 **Substance Abuse Professional** or **SAP** is a licensed physician, licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor who has knowledge, training, and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders.
- 5.24 **Validity Testing** is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority.

6.0 PROHIBITED CONDUCT

6.1 The following conduct or activity is prohibited:

A. **Alcohol Concentration:**

Covered employees are prohibited from reporting for duty or remaining on duty with an alcohol concentration level of 0.04 or greater. Covered employees with an alcohol concentration of 0.02 or greater but less than 0.04 are prohibited from performing safety-sensitive functions until a subsequent test measures less than 0.02, or until eight (8) hours after administration of the test.

B. **Alcohol Possession:**

No employee shall be on duty or operate a mass transit vehicle, rail car, trolley car, trolley bus, or vessel while the employee possesses alcohol, unless the alcohol is manifested and transported as part of a shipment.

C. Controlled Substances:

Covered employees are prohibited from reporting to duty, remaining on duty, or performing any safety-sensitive functions after testing positive for controlled substances.

D. Medical Use and Prescriptions:

Covered employees are prohibited from using, consuming, or being under the influence of marijuana for medicinal purposes while performing safety-sensitive functions.

Covered employees who have a prescription for controlled substances are prohibited from performing safety-sensitive functions unless they have been advised by their physician, in writing, that the substance does not adversely affect their ability to perform safety-sensitive functions.

E. Pre-duty Use:

Covered employees are prohibited from consuming alcohol within four (4) hours prior to reporting for duty. Covered employees who are on call are prohibited from consuming alcohol during on-call hours. If an on-call employee is called to report to duty after consuming alcohol, the employee must report the use of alcohol during the call. If the covered employee has acknowledged the use of alcohol, but claims the ability to perform safety-sensitive functions, then the employee shall take an alcohol test prior to performing safety-sensitive functions to demonstrate that the alcohol level is below 0.02.

F. On-duty Use:

Covered employees are prohibited from possessing alcohol while on duty, from using alcohol while on duty, and from having alcohol present in their systems at a level of 0.02 or greater while on duty. Covered employees with alcohol levels of 0.02 or greater, as demonstrated by alcohol testing, shall be immediately removed from duty for a minimum of eight (8) hours after administration of the test.

G. Use Following an Accident:

1. Covered employees are prohibited from consuming alcohol after an on-the-job accident until:
 - a) The Alcohol and Drug Program Manager or designated alternate has determined that alcohol testing is not required;
 - b) An alcohol test has been completed, or

- c) Eight (8) hours have passed since the accident, whichever is first.

H. Refusal to Submit to a Required Alcohol or Drug Test:

Alcohol and controlled substance testing is a condition of employment. No employee shall refuse to submit to a required alcohol or controlled substance test. A covered employee's refusal to submit to testing, or a covered employee's actions listed in Section 10.0 of this policy, is deemed to constitute a verified positive alcohol or drug test result for DOT reporting purposes, and such refusal shall result in immediate termination of employment.

7.0 ALCOHOL AND DRUG TESTING

7.1 Unless otherwise described herein, the following tests specified in 49 CFR Parts 40 as amended and 655 shall be required for all covered employees:

A. Pre-employment Testing:

1. All applicants for employment in safety-sensitive positions, or individuals requesting to be transferred or promoted to safety-sensitive positions, must submit to, and pass, urine testing for drugs and breath testing for alcohol prior to performing any safety-sensitive functions. An applicant shall not be placed into a position with safety-sensitive functions unless the applicant passes a drug test with verified negative results, and an alcohol test with an alcohol concentration which measures below 0.02.
2. Applicants with a positive test result are disqualified for employment in, or transfer to, a position with safety-sensitive functions. A verified positive result on an alcohol or drug test, or failure to submit to an alcohol or drug test is considered to be a failure of the test. An applicant who has failed a pre-employment alcohol or drug test will be referred to the County's designated SAP at the applicant's expense. Unless otherwise provided by law, an applicant who has failed a pre-employment alcohol or drug test shall not be eligible to submit another application for employment in safety-sensitive functions with the County for a period of six (6) months from the date of the test.
3. If a pre-employment drug test is canceled, the applicant must reschedule and pass a test before being hired.
4. If an applicant is unable to provide an adequate specimen for a pre-employment drug test the test may be considered to be a failure of the test. The applicant will be eligible for a referral to the County's designated MRO for a medical evaluation at the applicant's expense to determine if the inability to provide a specimen is for a valid medical reason.
5. All applicants for positions with safety-sensitive functions shall report previous employers' alcohol and drug test results. Failure to do so shall result in the employment offer being rescinded. If the applicant has tested positive or has refused to test on a previous employer's test, the applicant shall provide the County

Alcohol and Drug Program Manager with proof of having successfully completed a referral, evaluation and treatment plan as described in 49 CFR section 655.62.

B. Random Testing:

1. The minimum number of random alcohol and drug tests to be completed shall be determined in accordance with FTA regulations. Unless otherwise required, the following percentages of covered employees shall be subject to random selection for alcohol and drug testing:
 - a. Alcohol Testing: 10 percent of covered employees annually until otherwise required by the Administrator of the FTA as published in the Federal Register.
 - b. Drug Testing: 50 percent of covered employees annually until otherwise required by the Administrator of the FTA as published in the Federal Register.

Pursuant to 49 CFR 655.45, the Alcohol and Drug Program Manager shall have the authority to determine the annual percentage rates for random alcohol and drug testing in accordance with the minimum percentage rate published in the Federal Register.

2. The selection of employees for random alcohol and drug testing shall be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with the employees' Social Security numbers, payroll identification numbers, or other comparable identifying numbers. The random selection and testing process shall be unannounced, and shall be carried out randomly on a quarterly basis, and each employee shall have an equal chance of being tested each time the random selections are made.
 - a. The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week, and hour of the day.
3. Covered employees who are randomly selected for drug testing shall be tested whether or not they are performing safety-sensitive functions on the day of the test. Covered employees who are randomly selected for alcohol testing shall be tested just before, immediately after, or while performing safety sensitive functions. Each employee who is selected for random testing shall immediately report to the testing site (or to a specified on-site location for transporting to the testing site, if the testing site is other than at a County facility) upon notification to do so by the supervisor or other designated County representative. With respect to employees represented by AFSCME Local 3694 and SEIU 503 who perform safety-sensitive functions on an occasional or intermittent basis, this requirement exists because the employees are expected to perform safety-sensitive functions on demand by the County.

4. **Procedures for Notification and Specimen Collection and Testing:**

- a. The Service Agent shall maintain a secure data base of covered employees.
- b. The Service Agent shall transmit a coded list of employees who have been selected for testing to the Alcohol and Drug Program Manager or his or her designated representative. It is the responsibility of the Alcohol and Drug Program Manager to keep this list confidential and secure pending employee notification.
- c. The Alcohol and Drug Program Manager or his or her designated representative shall notify the employee's supervisor in person or by telephone that the employee has been selected to provide a specimen for testing. The date and time of notification shall be noted.
- d. Immediately after being notified, each employee selected for testing shall proceed directly to the specimen collection or testing facility.

C. **Reasonable Suspicion Testing:**

1. A covered employee shall submit to testing for controlled substances whenever a supervisor or other Authorized County Representative who has been trained in the facts, circumstances, physical evidence, physical signs and symptoms, or patterns of performance or behavior associated with drug use has reasonable suspicion to believe that the employee has violated this policy. A covered employee shall submit to testing for misuse of alcohol during, immediately following, or just before performing safety sensitive functions when a supervisor or other Authorized County Representative who has been trained in the facts, circumstances, physical evidence, physical signs and symptoms, or patterns of performance or behavior associated with alcohol use has reasonable suspicion to believe that the employee has violated this policy
2. The determination that reasonable suspicion exists to require the employee to undergo an alcohol or drug test shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. In the case of controlled substances, the observations supporting a reasonable suspicion finding may also include indications of the chronic and withdrawal effects of controlled substances.
3. If at all possible, two (2) supervisors, at least one (1) of whom is trained in the detection of possible symptoms of alcohol and drug use, shall substantiate and concur in the decision to test the employee; however, a single supervisor may make a reasonable suspicion determination. All decisions to test based on reasonable suspicion shall be documented using the Reasonable Suspicion Incident Checklist attached as Exhibit 4.
4. After a covered employee has been notified that he or she is required to submit to reasonable suspicion testing, the employee shall immediately report to the collection site designated by the County. Transportation to and from the collection

site shall be provided by the County. The covered employee shall not be permitted to use rest room facilities, consume beverages, or smoke until specimen collection is completed.

5. In the case of a reasonable suspicion test for alcohol, if alcohol testing is not performed within two (2) hours of the decision to test, the County shall document the reason for the delay using the Reasonable Suspicion Individual Test Summary attached as Exhibit 5. If required testing is not performed within eight (8) hours of the decision to test, the County shall cease attempts to have the employee tested for alcohol and shall document the reason for failure to test using the Reasonable Suspicion Individual Test Summary attached as Exhibit 5.
6. Whether or not an alcohol test can be performed, if an Authorized County Representative believes that a covered employee is under the influence of alcohol, as shown by behavioral, speech or performance indicators of alcohol misuse, the Authorized County Representative shall remove the employee from safety-sensitive functions for eight (8) hours from the time of the determination.
7. The supervisor, Alcohol and Drug Program Manager, or other Authorized County Representative responsible for initiating the reasonable suspicion test shall document in writing the reasons for the suspicion and the facts and circumstances of the incident which caused the reasonable suspicion testing, using the Reasonable Suspicion Individual Test Summary attached as Exhibit 5.

D. Post-accident Testing:

1. For fatal accidents, the County shall, as soon as practicable, conduct alcohol and drug tests on each surviving covered employee operating the vehicle at the time of the accident. The County shall also conduct alcohol and drug tests for any other covered employee whose performance could have contributed to the accident, as determined by the Alcohol and Drug Program Manager using the best information available at the time of the decision.
2. For non-fatal accidents, the County shall conduct alcohol and drug testing on each covered employee as soon as practicable, unless the Alcohol and Drug Program Manager determines, using the best information available at the time of the decision, that the covered employee's performance can be completely discounted as a contributing factor to the accident. The County shall also conduct alcohol and drug tests for any other covered employee whose performance could have contributed to the accident, as determined by the Alcohol and Drug Program Manager using the best information available at the time of the decision.
3. Covered employees involved in accidents shall be tested for alcohol as soon as practicable, within two (2) hours if at all possible, but no later than eight (8) hours after the accident, and shall be tested for drugs as soon as possible, but no later than thirty-two (32) hours following the accident.

If a post-accident alcohol test is not administered within two (2) hours following

the accident, the County Transit Manager or his or her designee shall document the reasons the alcohol test was not promptly administered using the Decision Documentation Form attached as Exhibit 6. If an alcohol test is not administered within eight (8) hours following the accident, the County shall cease attempts to administer an alcohol test and shall document the reasons the alcohol test was not administered, using the Decision Documentation Form attached as Exhibit 6.

4. Any covered employee involved in an accident must remain readily available for alcohol and drug testing for up to eight (8) hours after the accident. The covered employee is responsible for notifying the County of his or her location if the employee leaves the scene of the accident prior to submission to testing. Failure of the covered employee to remain readily available shall be deemed to be a refusal to submit to testing.
5. The results of alcohol or drug tests conducted by Federal, State or local officials having independent authority for such tests shall be considered to meet the requirements of this section if such tests conform to applicable FTA requirements and the requirements of this policy, and if the results of such tests can be obtained by the County in a timely manner.
6. Any alcohol or drug tests performed for accidents that do not meet the definition of "accident" under this policy or under 49 CFR 655.4 must be performed under the County Transit system's own authority, using non-DOT forms.
7. As soon as possible following the accident, the Josephine County Transit Manager or his or her designee shall document the reasons why a post accident test was or was not conducted, using the Decision Documentation form attached as Exhibit 6.
8. If, upon initial investigation, the County Transit Manager determines that prescription or over the counter drugs may be a contributing factor to the accident, then the County Transit Manager shall complete the Prescription and Over-the-Counter Drugs Post Accident Investigation form attached as Exhibit 7.

E. Return-to-duty Testing:

1. Prior to being permitted to return to duty, any covered employee who has previously had a verified positive drug test, had an alcohol test result of 0.04 or greater, has refused to submit to a test, or has engaged in any activity that violates this policy, must be evaluated by a Substance Abuse Professional to determine whether the covered employee has followed the recommendations of the SAP. Additionally, the covered employee must pass a return-to-duty drug test and/or alcohol test with a result of less than 0.02.
2. At least six (6) follow-up tests are required during the twelve (12) months following return to duty. Follow-up testing may continue for no longer than sixty (60) months following the covered employee's return to duty.

F. Follow-up Testing:

1. A covered employee who has been removed from duty following a verified positive drug test, an alcohol test result of 0.04 or greater, or a refusal to submit to a test, shall be subject to unannounced follow-up alcohol and/or drug testing for at least twelve (12) months, but for no more than sixty (60) months. The frequency and duration of the follow-up testing shall be determined by the SAP, with a minimum of six (6) tests during the first twelve (12) months after the covered employee has returned to duty.
2. When a covered employee has been notified that he or she has been selected for testing, the employee shall report immediately to the collection site designated by the County. Transportation to and from the collection site shall be provided by the County. The covered employee shall not be permitted to use rest room facilities, consume beverages, or smoke until specimen collection is completed.

7.2 Negative Dilute: Any drug test with the result of negative dilute will be retested. Should this second test result in a negative dilute result, the test will be considered a negative with no additional testing unless directed to do so by the MRO.

7.3 Observed Collections are required in the following circumstances:

- A. All return to duty tests;
- B. All follow-up tests;
- C. When employees directed to provide a second specimen because the first specimen was out of the accepted temperature range;
- D. When employees directed to provide a second specimen because the first specimen appeared to be tampered with;
- E. When a collector observes materials brought to the collection site or behavior that indicate an attempt to tamper with a specimen;
- F. When laboratories report to the MRO that the original specimen was invalid and the MRO determines that there is not an adequate medical explanation for the result;
- G. The MRO determines that the original specimen was positive, adulterated or substituted but had to be cancelled because the test of the split specimen could not be performed.

8.0 EXPANDED PRE-EMPLOYMENT TESTING

8.1 All finalists for employment with the County in any of the job classifications listed in Section 2.1 shall be subject to pre-employment testing as described in Section 7.1A of this policy, whether or not they are initially expected to perform safety-sensitive functions.

8.2 If more than ninety (90) days have elapsed between the time of successfully completing pre-employment tests and the assignment of safety-sensitive functions, another pre-employment test

shall be required prior to the performance of any safety-sensitive functions.

- 8.3 Covered employees who have been off-duty for ninety (90) days or more for any reason, and who have been out of the data base of employees subject to random testing, must successfully pass a pre-employment drug test prior to the performance of any safety-sensitive functions.

9.0 REQUIREMENT TO BE TESTED

- 9.1 Any covered employee who is required to be tested pursuant to this policy must submit to being tested immediately upon notification to do so by the employee's supervisor or other designated County representative.

10.0 REFUSAL TO BE TESTED

- 10.1 An employee violates this policy and is deemed to have refused to be tested for alcohol or drugs by any of the following:
- A. Making any verbal or written declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test within the specified time frame, including but not limited to: Telling a supervisor, other Authorized County Representative, or a person conducting tests or collecting urine specimens that the employee is refusing to be tested;
 - B. Failing to appear for any test (excluding pre-employment) within a reasonable time, as determined by the County, after being directed to do so; failing to remain at the testing site until the testing process is complete; or failing to report to or leaving a specified on-site location for transportation to the testing site before the required testing or collection is completed;
 - C. Leaving the scene of an accident, or failing to remain readily available up to 8 hours for post-accident testing; provided however, that this requirement shall not be construed to require the delay of necessary medical attention for injured people following an accident, or to prohibit an employee from leaving the scene of an accident to obtain assistance in responding to the accident, or to obtain necessary emergency medical care;
 - D. Failing to provide adequate breath for alcohol testing without a valid medical explanation;
 - E. Failing to provide adequate urine for drug testing without a valid medical explanation;
 - F. Having a verified adulterated or substituted test result as reported by the Medical Review Officer;
 - G. Failing or declining to take a second test after being directed to do so by the County or the collector;
 - H. Failing to undergo a medical examination or evaluation when required;

- I. Failing to cooperate with any part of the testing process or engaging in any other conduct which clearly obstructs the testing process including, but not limited to:
 - 1) Failing to permit the observation or monitoring of specimen collection;
 - 2) Failing or refusing to sign step 2 of the DOT alcohol testing form;
 - 3) Refusing to empty pockets as directed by the collector; or
 - 4) Behaving in a confrontational way that disrupts the collection process;
- J. Failing to follow the observer's instructions during an observed collection, including instructions to raise clothing above the waist, lower clothing and underpants, or to turn around to permit the observer to determine whether there is any type of prosthetic or other device that could be used to interfere with the collection process;
- K. Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process; or
- L. Admitting to the collector or MRO that the specimen has been adulterated or substituted.

10.2 Any employee who refuses to be tested for alcohol or drugs shall be immediately removed from the safety-sensitive position, advised of available resources, referred to a Substance Abuse Professional and subject to Section 6.1 H of this policy.

11.0 LOSS OF URINE SAMPLES

- 11.1 In the event that a primary urine sample is not available for laboratory analysis due to leaking from the container or other loss during the collection or testing process, the split urine sample shall be divided into new primary and split samples. The new primary sample shall be analyzed for controlled substances.
- 11.2 In the event that the primary sample tests positive, the employee may request a confirmation test using the split sample. If the split sample is not available for laboratory analysis due to leaking from the container or other loss during the collection or testing process, the County shall require collection of another urine sample from the employee on the basis of reasonable suspicion. The complete testing sequence shall be performed on the new urine sample and the results of analysis of the new sample shall be the final "official" test results.

This section is not based on 49 CFR Parts 40 and 655.

12.0 CONSEQUENCES OF PROHIBITED CONDUCT OR TREATMENT/FOLLOW-UP VIOLATIONS

- 12.1 Any covered employee who is a temporary employee, casual/seasonal employee, or probationary employee who violates any of the provisions of this policy shall be terminated immediately. The employee will be referred to the County Substance Abuse Professional. The following provisions shall apply to all other covered employees.

- 12.2 Any covered employee who is a regular employee who violates Section 6.0 of this policy shall be removed immediately from performing safety sensitive duties and subject to disciplinary action up to or including termination of employment. The employee may not return to work until successfully completing the evaluation, referral, and treatment process set forth in 49 CFR 40 Subpart O, summarized as follows:
- A. The County shall provide the employee with a list of acceptable Substance Abuse Professionals (SAP) with names, addresses, and telephone numbers.
 - B. The employee shall undergo a clinical assessment and evaluation by a Substance Abuse Professional to determine what assistance is needed to resolve problems associated with alcohol and/or drug abuse.
 - C. If determined necessary by the SAP, the employee shall properly follow any education or treatment program referral by the SAP.
 - D. The employee shall undergo a follow-up evaluation by the SAP to determine whether the employee has actively participated in the education or treatment program and has demonstrated successful compliance with the initial assessment and evaluation recommendations.
 - E. The SAP shall provide the County with a follow-up drug and/or alcohol testing plan for the employee, and shall provide the employee and the County with recommendations for continuing education or treatment.
 - F. The employee shall undergo return-to-duty testing, and shall have an alcohol test result of less than 0.02, and/or a verified negative drug test result.
- 12.3 The County shall not provide non-safety-sensitive work for an employee who has violated Section 6 of this policy. Employees may use applicable paid leave benefits, which may include paid time off, accrued comp time, time management leave (if available), sick leave, or vacation leave for the time off required to comply with the requirements of this section. *This section is not based on 49 CFR Parts 40 and 655.*
- 12.4 Any violation of this policy shall be considered a severe offense by the County. An employee who has violated any of the provisions of this policy may be subject to discipline in the manner provided in the appropriate labor agreement or personnel rules. Discipline for any employee who has an alcohol test result of 0.04 or greater or a verified positive drug test result may start at a suspension without pay. Violations of an extremely serious nature, such as involvement in an accident resulting in a fatality or in substantial property damage or bodily injury may result in discipline up to and including termination, even for a first offense. *This section is not based on 49 CFR Parts 40 and 655.*
- 12.5 Before being permitted to return to work, any employee who is off the job for seven (7) days or longer due to a violation of any of the provisions of this policy shall be required to enter into a Return-to-Work Agreement between the County, the employee, the appropriate bargaining unit, if any, and the SAP, if any. The Return-to-Work Agreement shall provide that a subsequent

violation may result in the employee's termination. The Return-to-Work Agreement shall also include any plan of assistance or treatment developed by the SAP. *This section is not based on 49 CFR Parts 40 and 655.*

- 12.6 Return-to-Work Agreements may not expand the scope of testing provided by this policy, waive rights under this policy or under any applicable collective bargaining agreement (e.g., just cause for discipline and discharge), or allow the County to require any follow-up testing not required by the SAP. *This section is not based on 49 CFR Parts 40 and 655.*
- 12.7 Return-to-Work Agreements shall be limited in duration to the period of follow-up testing required by the SAP, or to one (1) year, whichever is greater. *This section is not based on 49 CFR Parts 40 and 655.*
- 12.8 If an employee is off work for thirty (30) days or longer due to a violation of any of the provisions of this policy, the employee may be terminated even for a first offense. However, this provision shall not apply if the employee has satisfied all of the requirements of this policy with regard to returning to work, and has successfully passed a Return-to-Duty test with a verified negative result (or fails a Return-to-Duty test, but it is determined by the MRO that the failure results from the use of a controlled substance prior to initiation of a prescribed treatment or rehabilitation program.) In order to exercise this exception, the employee must authorize the MRO to release information to the County to substantiate such a determination. *This section is not based on 49 CFR Parts 40 and 655.*

13.0 EMPLOYEE'S RESPONSIBILITY FOR TIMELINESS

- 13.1 Any covered employee who violates any of the provisions of this policy shall vigorously pursue all requirements of for returning to work as quickly as possible. The employee is responsible for keeping the Alcohol and Drug Program Manager closely informed of the progress in complying with the return to work requirements of this policy.
- 13.2 Failure of the employee to make meaningful progress toward satisfying the requirements of Section 12.0 of this policy within five (5) work days following the violation, or failure to continue meaningful progress for a period of five (5) work days once started, may be cause for the employee's employment with the County to be terminated. If the employee is a union member and the County becomes concerned that the employee is not making meaningful progress toward returning to work, the County shall notify the employee's union representative, in writing, and include any relevant information supporting the cause for concern.

This section is not based on 49 CFR Parts 40 and 655.

14.0 CONSEQUENCES OF AN ALCOHOL TEST RESULT OF 0.02 OR GREATER BUT LESS THAN 0.04

- 14.1 Performing safety-sensitive functions with an alcohol concentration of 0.02 or greater is prohibited. If the alcohol concentration is 0.02 or greater but less than 0.04, as evidenced by a breath test, a confirmation test shall be performed. A confirmation test result equal to or greater than 0.02, but less than 0.04 shall result in immediate removal of the employee from the safety-sensitive functions for a period of eight (8) hours, or until a later re-test shows a concentration of

less than 0.02.

- 14.2 The County shall not provide non-safety-sensitive work for an employee who is tested under this testing program and found to have an alcohol concentration of 0.02 or greater but less than 0.04. Employees may use applicable paid leave benefits for the time off required to comply with the requirements of this section. *This section is not based on 49 CFR Parts 40 and 655.*
- 14.3 A covered employee who has an alcohol test result of 0.02 or greater but less than 0.04 may be subject to discipline as provided in the appropriate labor agreement or personnel rules. *This section is not based on 49 CFR Parts 40 and 655.*

15.0 PAYMENT OF PROGRAM COSTS

- 15.1 The County shall pay all costs, including paid time, for random testing, reasonable suspicion testing, post-accident testing, and the initial SAP evaluation and assessment. A job candidate shall pay for pre-employment testing, but the County shall reimburse the candidate for testing costs if the candidate is hired following a negative test result. The candidate's time for pre-employment testing shall not be considered County paid time.
- 15.2 Employees who violate the prohibitions of this policy shall be responsible for making all arrangements and paying all costs for any required education and treatment programs, return-to-duty testing and the first follow-up test, unless such costs are covered by insurance or covered by any County program for which the employee is eligible. If an employee's first follow-up test has a negative test result, the employee shall pay the costs of any subsequent required follow-up tests, but shall be reimbursed by the County for each subsequent test which has a negative test result. An employee who has a test performed on a split sample following a positive drug test shall make the testing arrangements and pay for the test. The County shall reimburse the employee for the testing cost if the test result refutes the positive test. *This section is not based on 49 CFR Parts 40 and 655.*

16.0 CONFIDENTIALITY AND RELEASE OF INFORMATION

- 16.1 Employee information contained in records maintained for this alcohol and drug testing program shall be confidential medical information, and shall not be released, except as required by law, or as provided by the provisions of 49 CFR Parts 40 and 655.73 or the following:
- A. A covered employee is entitled, upon written request, to obtain copies of records pertaining to the employee's use of drugs or misuse of alcohol, including any records pertaining to drug or alcohol. The County shall promptly provide the records requested by the employee.
 - B. Records shall be made available to a subsequent employer upon receipt of a written request from the covered employee.
 - C. Records may be released to another identified party only as directed by the specific, written consent of the employee authorizing release of the information to the party. The release request must specifically identify the individual to whom the information may be released,

and must specify the terms of the employee's consent for use of the information.

- 16.2 The verbal transmission of test results from the SAP to the Alcohol and Drug Program Manager shall be made directly to the Alcohol and Drug Program Manager or his or her designee by telephone, by secured voice mail message, or in person. In no event shall test results be transmitted by fax or email.

17.0 RECORDS RETENTION

- 17.1 The County shall maintain the following records in a secure location with controlled access. The records shall be maintained for the following specified minimum periods of time as measured from the date of the creation of the record:

- A. One (1) year: Records of negative drug or alcohol test results.
- B. Two (2) years: Records related to the collection process and employee training.
- C. Five (5) years: Records of verified positive drug or alcohol test results; Documentation of refusals to take required drug or alcohol tests; SAP evaluations and referrals; Copies of annual Management Information System reports to FTA; and Calendar year record of total number of employees tested and the results of tests.

- 17.2 The County shall maintain all required records in accordance with 49 CFR 655.71(c).

18.0 TRAINING AND ADDITIONAL INFORMATION

- 18.1 The County, AFSCME, and SEIU shall provide training on this policy for all supervisors and all employees covered by this policy. Such training shall also include a review of the following:

- A. The effects of alcohol and controlled substances use on an individual's health, work, and personal life;
- B. The signs and symptoms of an alcohol or a controlled substances problem; and
- C. Available methods of intervening when an alcohol or a controlled substances problem is suspected.

Information concerning the above three topics is attached to this policy as Exhibits 1, 2, and 3, respectively.

- 18.2 AFSCME and SEIU union officers shall be permitted to attend "reasonable suspicion" training provided to supervisors per 49 CFR §655.14(b)(2).
- 18.3 As part of County labor/management meetings, the County and union representatives may review the processes involved in this policy, determine the need for any additional training, and attempt to resolve any apparent problem areas.

This section is not based on 49 CFR Parts 40 and 655.

19.0 SAVINGS CLAUSE

- 19.1 The provisions of 49 CFR 655 and 49 CFR 40 are adopted and incorporated herein. In the event that any provision of this policy conflicts with any term or provision of 49 CFR 655 or 49 CFR 40, the applicable provisions of the CFR shall control.
- 19.2 Either the County, AFSCME, or SEIU may suggest modifications on any portion of this policy. The County reserves the right to modify, change, or delete from this policy as required by law or at management discretion.

This section is not based on 49 CFR Parts 40 and 655.

20.0 ACKNOWLEDGMENT OF EMPLOYER'S ALCOHOL AND DRUG TESTING PROGRAM

- 20.1 As a condition of employment, each employee subject to this policy shall sign the attached statement certifying that the employee has received a copy of this policy, and has read and understood the policy. The original of the signed acknowledgment shall be maintained in the employee's official Personnel File. [49 CFR 655.17]

ACKNOWLEDGMENT OF ALCOHOL AND DRUG TESTING POLICY

Pursuant to 49 CFR 655.17, I acknowledge that I have received a copy of Josephine County’s Alcohol and Drug Testing Program policy required by the Federal Transit Administration, U.S. Department of Transportation, for employees who perform safety-sensitive functions.

I understand that receipt of this policy constitutes legal notification of the contents, and that it is my responsibility to become familiar with and adhere to all provisions contained in this policy. I will seek and get clarifications for any questions from the Alcohol and Drug Program Manager. I also understand that compliance with all provisions contained in this policy is a condition of my employment.

I understand that the information contained in this policy is subject to change, and that any such changes shall be provided to me in writing.

Printed Name of Employee

Signature of Employee

Date

EXHIBIT 1

ALCOHOL

Classification: Depressant

Common or street names: Booze, cocktails, nightcaps, highballs, beer, wine, wine coolers, hard liquor (whiskey, scotch)

Description / comments:

- A. Easily obtained and highly abused
- B. Alcohol is the most abused drug in the workplace
- C. Alcoholism affects 2 in 10 Americans of all ages and backgrounds
- D. Teenagers and pre-teens usually steal alcohol from parent's liquor cabinet or have it purchased by legal drinking aged friends

Effects on user:

- A. Physical effects
 - 1. Slight increase in heart rate, sweating, dilation of blood vessels, moderately lower blood pressure, appetite stimulation, increased production of gastric secretion, and increased urine production
 - 2. Levels of fat-protein affected
- B. Symptoms of abuse
 - 1. Person smells of alcohol
 - 2. Loss of inhibitions and worries less
 - 3. Poor judgment, slowed reactions, slurred speech, staggering, disoriented
 - 4. Loss of control over behavior; may be aggressive or violent
- C. Possible results of long term use
 - 1. Personality changes
 - 2. Physical addiction and damage to heart, liver, and other organs
 - 3. Psychological addiction and uncontrollable drinking; depression
 - 4. Death from overdose, withdrawal or related accidents (e.g. auto)

Work and family related problems:

- A. Create excessive safety problems at the workplace
 - 1. Unfit for duty
 - 2. Increased risk to co-workers
 - 3. Frequent accidents
 - 4. Absenteeism and tardiness
 - 5. Unreliability and declining performance
- B. Emotions / upset caused by alcoholic's drinking behavior
 - 1. Suspicion
 - 2. Insecurity
 - 3. Guilt and fear
 - 4. Disappointment and isolation
 - 5. Embarrassment and resentment

MARIJUANA

Classification: Narcotic and hallucinogen, but does not fit well in either category

Common or street names: Pot, grass, reefer, dope, weed

Description / comments:

- A. Comes from the hemp plant (*cannabis sativa*)
- B. Made from dried leaves; hashish comes from the pressed resin of the plant
- C. Can be used by oral consumption or smoking
- D. Most widely used illicit drug in U.S. among adolescents and young adults
- E. Principle psychoactive ingredient: tetrahydrocannabinol (THC)
- F. Currently 14-18 times more potent than 30 years ago
;1960's: 1% THC ;1980's: 4-10% THC ;1990's: 14-18% THC
- G. One of the largest cash crops in Oregon. Some of the most potent marijuana in the world is grown in Oregon. It's the second largest cash crop in the U.S.
- H. 7 to 20 times the tar of cigarettes
- I. Second most abused drug in the workplace

Effects on user:

- A. Immediate effects: Increased heart rate with little change in blood pressure
Dilated blood vessels in eyes (blood shot)
Dizziness, minor tremors, decrease in hand steadiness
Short-term and long-term memory impairment
Short attention span
- B. Long-term use can lead to serious health problems:
 - Respiratory: Sinusitis, sore throat, chronic cough, bronchitis, emphysema
High tar content, high cancer risk
 - Cardiovascular: Heart beats faster and works harder
Hazard for anyone with heart disease
May contain harmful bacteria or chemical contaminants
 - Reproductive: Disrupts sperm production
Possible changes in ovulation and fertility
Can lead to intrauterine growth retardation
Difficult labor, low birth weight, birth defects (fetal marijuana syndrome)
 - Psychological: Amotivational syndrome - General lack of concern and motivation lasting long after effects have worn off
Apathy - numbed emotions
Retarded psycho-emotional development
- C. Tolerance and dependence:
 - 1. With frequent use, tolerance develops; the user must increase dosage to experience same effects experienced at lower doses
 - 2. Dependence can occur with heavy use
 - 3. Marijuana is fat soluble and remains in the body for long periods; stored in brain and reproductive organs
 - 4. THC can stay in the body for up to 45 days after usage stops

Work and family related problems: Absences due to illness
Slowed work performance, decrease in motivation
Poor social skills
Personality problems
Poor learning skills
Possible deterioration in personal hygiene

COCAINE

Classification: Stimulant

Common or street names: Coke, Snow, Blow, Toot, Flake, Crack, Rock

Description / comments:

- A. Cocaine is an alkaloid found in the leaves of the coca shrub grown in South America
- B. Leaves are mixed with kerosene, sulfuric acid, and an alkali to form a coca base
- C. Can be processed further by addition of hydrochloric acid to provide the salt; Cocaine hydrochloride, with purity of 90-100%
- D. Looks like white flakes or rocks and feels powdery when crushed
- E. This powder is “cut@ (other substances are added) before it’s sold on the street
- F. Can be used by snorting, injecting, swallowing, and smoking

Effects on User:

- A. Physical effects on regular cocaine users
 1. Insomnia - anxiety - irritability
 2. Fatigue - depression - weight loss
 3. Headaches - chest pains - nasal problems
- B. Heavy cocaine use (chronic)
 1. Experience hallucinations
 2. High degree of paranoia
 3. Paranoid psychosis, similar to schizophrenia
 4. Death due to convulsion or cardiovascular and respiratory failure
- C. Tolerance and dependence
 1. Tolerance can develop from snorting, smoking, and intravenous injection
 2. Strong psychological dependence takes place in many users
 3. Physical dependence is a real possibility
 4. Severe depression, known as a “crash@, results when use is stopped. This makes discontinuing cocaine difficult
 5. Special dangers
 - a. Acute cocaine poisoning - abdominal pain, nausea, vomiting, rapid heartbeat, irregular breathing, convulsions, coma, and death
 - b. Harm from impure cocaine
 - c. Death from combining with other drugs - e.g. cocaine and heroin (speedball)

Work and family related problems:

- A. Great financial expense / advance draws on paycheck
- B. Agitation and fatigue
- C. Isolation
- D. Absences due to illness / unexplained absences
- E. Legal difficulties
- F. Manic-depressive symptoms

OPIATES

Classification:

- A. Sometimes referred to as narcotics; a group of drugs used medically to relieve pain, but also have a high potential for abuse
- B. Includes opium, morphine, heroin, and codeine
- C. Manufactured or synthesized opiates include meperidine (Demerol)

Common or street name: Opium, morphine, codeine

Heroin: Smack, Horse, Junk

Description / comments:

- A. Opium appears as dark brown chunks or as a powder and is usually smoked or eaten. Often diluted or Acut@ with other substance such as sugar or quinine
- B. Other opiates come in the form of capsules, tablets, syrups, solutions, and suppositories

Effects on user:

- A. Physical effects
 - 1. Lethargic, not moving, day-dreaming, silly grin, vacant stare, pin-point pupils
 - 2. Over time, may develop infections of the heart lining and valves, skin abscesses, and congested lungs
 - 3. Unsterile solutions, syringes, and needles can cause illnesses such as liver disease, tetanus, and serum hepatitis
- B. Tolerance and dependence
 - 1. High physical and psychological dependence
 - 2. Withdrawal symptoms: runny nose, teary eyes, reactive gastrointestinal disturbance
- C. Special dangers
 - 1. Involved in illegal activities
 - 2. Associated danger of IV use
 - 3. Overdose and financial problems

Work and family related problems

- A. Effects on the family
 - 1. Financial difficulties
 - 2. Suspicion and insecurity
 - 3. Resentment and disappointment
- B. Effect at the workplace
 - 1. Unreliable
 - 2. Difficulty with co-workers
 - 3. Absenteeism and tardiness

METHAMPHETAMINES

Classification: Stimulant

Common or street names: Crank, Meth, Crystal Meth, Go

Description / comments:

- A. Available in prescription (Brand name Desoxyn)
- B. Pharmaceutical preparations are white, odorless, crystalline, water soluble powders
- C. Illicit preparations are off-white or yellowish powders, crystals, capsules, or tablets in various sizes and colors
- D. Can be used by snorting, swallowing, or injecting
- E. Willamette Valley is a leader in illegal manufacture of Methamphetamine in the U.S.

Effects on User:

- A. Short-term from moderate dose (up to 60 mg)
 - 1. Restlessness
 - 2. Euphoria
 - 3. Insomnia
 - 4. Reduced appetite
 - 5. Increased heartbeat
 - 6. Dry mouth
- B. Short-term from higher dose (over 60 mg)
 - 1. Intense exhilaration
 - 2. Rapid thought pattern
 - 3. Irritability
 - 4. Paranoid thinking
 - 5. Confusion
 - 6. Excessive sweating
 - 7. Potential for violent behavior

Very high doses will cause coma, cerebral hemorrhage (death)
- C. Long-term effects
 - 1. Chronic sleeping problems
 - 2. Anxiety and tension
 - 3. High blood pressure
 - 4. Skin rash
 - 5. Paranoid thinking
 - 6. Severe agitation
 - 7. Potential for violent behavior
- D. When mixed with other stimulants
 - 1. Increased stimulating effects on nervous system
 - 2. Synergetic effects when mixed with other stimulants
- E. Tolerance and dependence
 - 1. Tolerance can start occurring within four weeks with frequent use
 - 2. Chronic high doses result in physical dependence and withdrawal sickness such as sleep disturbances and apathy
 - 3. Strong psychological dependence results even in low dose users
 - 4. Severe medical problems can develop from impure batches of the drug

Work and family related problems

- A. Very often away from work area
- B. Agitation
- C. Excessive absences
- D. Manic-depressive symptoms

PHENCYCLIDINE (PCP)

Classification: Both a hallucinogen and a stimulant

Common or street names: Angel Dust, Killer Weed, Embalming Fluid, Rocket Fuel, Crystal, Wet, Water, Wack, Fry, Amp, Formaldehyde, Zoot, Hog

Description / comments:

- A. White, tan, or brown powder; gummy blob
- B. Sold in tablets, capsules, or liquid
- C. Commonly added to marijuana, cigarettes, cigars, or other leaves rolled in cigarette papers
- D. Can be used by snorting, smoking, or eating

Effects on user:

- A. General:
 - 1. Feelings of strength
 - 2. Feelings of power
 - 3. Feelings of invulnerability
 - 4. Numbing
 - 5. Violent
 - 6. Irrational
 - 7. Suicidal

- B. Low Doses
 - 1. Slight increase in breathing rate
 - 2. Pronounced rise in blood pressure
 - 3. Shallow respiration
 - 4. Flushing profuse
 - 5. Sweating occurs
 - 6. Generalized numbness of extremities

- C. High Doses
 - 1. Drop in blood pressure, pulse rate, and respiration
 - 2. Nausea
 - 3. Vomiting
 - 4. Blurred vision
 - 5. Flicking up and down of the eyes
 - 6. Drooling
 - 7. Loss of balance and dizziness
 - 8. Seizures, coma, and death
 - 9. Hallucinations, delusions, and illusions

Work and family related problems:

- A. Irrational
- B. Suicidal
- C. Violent
- D. Possibility of arrest

EXHIBIT 2

WARNING SIGNS OF SUBSTANCE ABUSE/ADDICTION

Substance abuse or dependence can be difficult to identify. Typically, it is surrounded by avoidance and denial . . . and there is no single, clear test to assess abuse or dependence.

If a person is abusing or is dependent on any mood-altering substance, you will observe several of the following symptoms:

- Increased sick leave
- Leaving work early/arriving late
- Frequent, unscheduled absences
- Escalated conflicts (work or home)
- Physical/verbal abusiveness
- Excessive amount of personal telephone time
- Mood swings, high and low
- Alternate periods of high and low productivity
- Borrowing money/financial problems
- Over-reaction to criticism
- Increased irritability
- Temper outbursts/argumentativeness
- Fatigue/lethargy
- Increased accidents on the job
- Withdrawal from co-workers

These are the hallmark symptoms of substance abuse. If there is a pattern of these symptoms at work, or at home, a professional evaluation can determine if substance abuse/dependence is present.

Problems associated with substance abuse/dependence are complex. Various types of treatment are appropriate, depending on the severity and longevity of abuse or dependence.

EXHIBIT 3

AVAILABLE METHODS OF INTERVENING WHEN AN ALCOHOL OR CONTROLLED SUBSTANCE PROBLEM IS SUSPECTED

Employees in Josephine County have the following options for intervening when they suspect that a co-worker (subordinate, peer, supervisor or manager) is experiencing a problem regarding alcohol or controlled substances:

1. Confrontation

The employee may choose to confront the co-worker regarding their suspicions on a personal level. While this may sometimes be effective when the individuals have a very personal and supportive relationship, it is also a very risky approach to the situation. If the confrontation goes badly, physical violence could be a possibility, and future personal and working relationships could be severely strained. Except in cases when an employee is concerned over an immediate and serious danger because a co-worker is obviously impaired and a supervisor is not available, the County does not encourage personal confrontation between co-workers as a means of addressing suspicions of alcohol or controlled substance problems.

2. Referral to a Professional Counselor or a Substance Abuse Professional (SAP)

An employee who suspects that a co-worker has a problem with alcohol or controlled substance (or other problems) may choose to suggest that the co-worker contact a professional counselor or a SAP. However, when done on a personal level, such suggestions could be considered a form of confrontation by the co-worker and should be carefully considered. It is important to note that a subordinate or peer cannot require a co-worker to seek the help of or visit a professional counselor or a SAP. While the suggestion may be made, there can be no direct consequences if the co-worker chooses not to visit a professional counselor or SAP.

A supervisor may be working with a subordinate employee to correct performance deficiencies and come to suspect that the deficiencies result from personal problems, possibly including a problem with alcohol or controlled substance. In such cases, the supervisor should suggest that the employee contact a professional counselor or SAP even if the performance concerns have not yet progressed to the point of discipline. At this stage, there can be no direct consequences if the employee chooses not to visit a professional counselor or SAP. Once performance deficiencies have progressed to the point of discipline, the supervisor may consider referral to a professional counselor or SAP in lieu of or as partial mitigation of the discipline which would otherwise be considered. At this stage, if the employee chooses not to visit a professional counselor or SAP when the option is offered, the supervisor should enact the full measure of discipline appropriate to the performance deficiencies.

Referral of an employee to a professional counselor or SAP is not, by itself, an acceptable alternative when a supervisor finds that reasonable suspicion exists that the employee has violated any provision of the County's Alcohol and Drug Testing Policy. In such cases, the provisions of the County's Alcohol and Drug Testing Policy must be followed.

3. Referral to Management Or Union

The County's preferred approach when an employee suspects that a co-worker is experiencing a problem regarding alcohol or controlled substances is to report their concerns to management. In most cases where the concern involves a co-worker in the same work unit or crew, the County's preference is that the report be made to the employee's immediate supervisor. However, if the suspicion involves the employee's supervisor, manager, or co-worker from another work unit or crew, or if the employee is uncomfortable with reporting to an immediate supervisor for any reason, the employee may report his or her suspicions and concerns to either:

Sara Moye
Human Resources Director
Josephine County
500 NW 6th Street, Room 162
Grants Pass, OR 97526
(541) 474-5216

Kathy Haas
Alcohol and Drug Program Manager
Josephine County
500 NW 6th Street, Room 162
Grants Pass, OR 97526
(541) 474-5217

Any report from an employee who suspects that a co-worker is experiencing a problem regarding alcohol or controlled substance shall be fully investigated. The report and all subsequent investigation shall be treated in a manner that is highly confidential. An employee who reports suspicions or concerns that a co-worker is experiencing a problem regarding alcohol or controlled substance is not entitled to any follow-up reporting except the most general indication that the investigation is on-going or has been concluded.

No testing shall occur based solely on a report of suspicions or concerns. In order for such testing to be required, a supervisor or manager who has received training required by this policy must also find that a reasonable suspicion exists to believe that the employee has violated the provisions of this policy. The determination that reasonable suspicion exists to require the employee to undergo an alcohol or controlled substance testing must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. In the case of controlled substances, the observations supporting a reasonable suspicion finding may also include indications of the chronic and withdrawal effects of controlled substances. If a Union employee is uncomfortable reporting concerns regarding a co-worker to County management, the employee may want to consider reporting their concerns to a Union officer or steward instead. Union representatives may be able to work with the co-worker, with or without involving County management, as appropriate, in order to intervene with respect to the employee's suspicions or concerns.

EXHIBIT 4

REASONABLE SUSPICION INCIDENT CHECKLIST

CONFIDENTIAL

Employee

Date/Time of Observation

Supervisor, Name and Telephone

This checklist is to be completed when an incident has occurred which provides reasonable suspicion that an employee is under the influence of a prohibited drug substance or alcohol. You should note all pertinent behavior and physical signs or symptoms, which lead you to reasonably believe that the employee has recently used or is under the influence of a prohibited substance. Mark each applicable item on this form and add any additional facts or circumstances, which you have noted.

A. Nature of Incident/Cause for Suspicion

- ____ 1. Observed/reported possession or use of a prohibited substance (including passenger complaint)
 - ____ 2. Apparent drug or alcohol intoxication
 - ____ 3. Observed abnormal or erratic behavior
 - ____ 4. Arrest for drug-related offense
 - ____ 5. Other (e.g., flagrant violation of safety or serious misconduct, accident or “near miss,” “fighting or argumentative/abuse language, refusal of supervisor instruction, unauthorized absence on the job) (please specify).
-
-
-
-
-
-
-

B. Behavioral Indicators Noted

- ____ 1. Verbal abusiveness
- ____ 2. Physical abusiveness
- ____ 3. Extreme aggressiveness or agitation
- ____ 4. Withdrawal, depression, tearfulness, or responsiveness

- _____ 5. Inappropriate verbal responses to questioning or instructions
 - _____ 6. Other erratic or inappropriate behavior (e.g. hallucinations, disoriented, excessive euphoria, talkativeness, confused) (please explain)
-
-
-

C. Physical Signs of Symptoms

- _____ 1. Possession, dispensing, or using prohibited substance
 - _____ 2. Slurred or incoherent speech
 - _____ 3. Unsteady gait or other loss of physical control, poor coordination
 - _____ 4. Dilated or constricted pupils or unusual eye movement
 - _____ 5. Bloodshot or watery eyes
 - _____ 6. Extreme aggressive or agitation
 - _____ 7. Excessive sweating or clamminess of skin
 - _____ 8. Flushed or very pale face
 - _____ 9. Highly excited or nervous
 - _____ 10. Nausea or vomiting
 - _____ 11. Odor of alcohol
 - _____ 12. Odor of Marijuana
 - _____ 13. Disheveled appearance or out of uniform
 - _____ 14. Dry mouth (frequent swallowing/lip wetting)
 - _____ 15. Dizziness or fainting
 - _____ 16. Shaking hands or body tremors/twitching
 - _____ 17. Breathing irregularity or difficulty breathing
 - _____ 18. Runny nose or sores around nostrils
 - _____ 19. Inappropriate wearing of sunglasses
 - _____ 20. Puncture marks or "tracks"
 - _____ 21. Other (please specify) _____
-
-

D. Written Summary

Please summarize the fact and circumstances of the incident, employee response, supervisor actions taken, and any other pertinent information not previously noted. Please note the date, times and location or reasonable suspicion testing or note if the employee refused the test. Attach additional sheets as needed.

EXHIBIT 5

To be completed within 24 hours of observation.

**REASONABLE SUSPICION
INDIVIDUAL TEST SUMMARY**

TO BE COMPLETED BY SUPERVISOR

Employee Name: _____

Safety Sensitive Position: _____

Observation Date: _____ **Time:** _____

**Circumstances
of Observation:** _____

(Attach additional sheets as necessary)

Objective Facts Identified (Attach additional sheets as necessary)

Behavior: _____

Appearance: _____

Speech: _____

Odor: _____

Other: _____

Safety-Sensitive Function Performed: _____

Notification Date: _____ **Time:** _____

Drug Test Date: _____ **Time:** _____

Alcohol Test Date: _____ **Time:** _____

Type of Test Conducted:
_____ Drug _____ Alcohol

Supervisor Name: _____

Supervisor's Signature: _____

Did the alcohol test occur more than two hours from the time of the reasonable suspicion observation? _____ Yes _____ No

If yes, explain: _____

TO BE COMPLETED BY SUPERVISOR

If no alcohol test occurred because more than eight hours elapsed from the time of the reasonable suspicion observation, please explain:

If no drug test was performed because more than 32 hours had passed since the time of the reasonable suspicion observation, please explain:

Return the Form to your Department Program Coordinator within 24 hours.

TO BE COMPLETED BY THE SAPM

Date of Supervisor Training: _____

Test Results: Drug: _____ Positive _____ Negative _____ Canceled
Alcohol: _____ Positive _____ Negative _____ 0.02 - 0.039

Comment: _____

Attachments: Test Result Summary Form (F4) Order to Test (F22) Other
 Chain of Custody Alcohol Test Form

11) Decision to Test:

FTA Authority _____ Yes _____ No
Company Authority _____ Yes _____ No

12) Type of Test:

_____ Drug _____ Alcohol

13) Supervisor Making Determination:

14) Notification of Test:

Date: _____ Time: _____

15) Test Conducted:

Drug: _____ Date: _____ Time: _____
Alcohol: _____ Date: _____ Time: _____

16)

Did the alcohol test occur more than 2 hours from the time of the accident? _____ Yes _____ No

Explain: _____

17) If no alcohol test occurred because of more than 8 hours elapsed from the time of the accident, please explain:

18) Did the employee leave the scene of the accident without just cause? _____ Yes _____ No

If yes, explain:

If no drug test was performed because more than 32 hours had passed since the time of the accident, explain why:

Did the employee indicate recent use of prescription or over-the-counter medication? _____ Yes _____ No
(Complete the Prescription/OTC Medication Post Accident Investigation forms.)

Supervisor Signature: _____ **Date:** _____

Attachment:

- Order to Test**
- Alcohol Testing Form**
- Test Result Summary**

* *Disabling damage* means damage, which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement, without damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors, or windshield wipers that makes them inoperative.

Confidential

**Prescription and Over-the-Counter Drugs
Post-Accident Investigation**

This Rx/OTC form should be completed anytime the initial accident investigation indicates that prescription or OTC drugs could be a contributing factor to the accident. The information obtained should be kept confidential and is considered a medical report and afforded the same protections.

Do not ask the employee the “reason” they were/are taking a specific drug. However, if the employee volunteers information, this information should be noted.

Date: _____ Time: _____

Accident Location: _____

Accident Identification: _____

Safety-Sensitive Employee: _____

Please list all prescription and OTC drugs that you are currently taking or have taken within the past 7 days. Fill out a copy of the Medication Information Form for each of the listed medications.

Prescription Medication

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

Over-the Counter Medication

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

7. _____

Medication Information Form

- a) Name of medication: _____
- b) How much do you take (dosage)? _____
- c) How often do you take it (frequency)? _____
- d) How long have you been taking this medication? _____
- e) For prescription medications, is the prescription in your name? _____
- f) When was the last time you took a dose? _____
How much did you take? _____
- g) Did you take a dose prior to the last one? _____
How much did you take? _____
- h) How many times have you taken it in the last 7 days? _____
- i) Did you experience any side effects? If so, describe: _____

When did the side effects first appear? _____

When did the side effects disappear? _____

- j) Have you discussed the use and potential side effects of this prescription/OTC medications with your physician? _____

If yes, when? _____

Is the doctor aware of your safety-sensitive job duties? _____

Describe: _____

- k) Have you discussed the use of this prescription/OTC medication with your pharmacist? _____ If yes, who? _____

When? _____

Is the physician/pharmacist aware of your safety-sensitive job duties? _____

Describe: _____

Do you have the medication with you? If yes, write down the information from the label. If not,

ask for the following information:

Name of medication (exactly): _____

Expiration date: _____

Dosage information (exactly): _____

Note any warning labels: _____

Form: _____ Pill _____ Capsule _____ Gelcap _____ Liquid _____ Other _____

Place of purchase: _____

Pharmacist name (if applicable): _____ Phone #: _____

Josephine County
Administrative Policies & Procedures

Adopted:	June 28, 2000	Chapter C
Effective:	June 28, 2000	Personnel
Revised:	March 26, 2003	Policy C-29
Revised:	February 16, 2005	

SUBJECT: Rehiring County Retirees

1.0 Purpose

The purpose of this policy is to set forth the County's policy on rehiring employees who have retired from County employment.

2.0 General Policy

Employees who have retired from Josephine County may be rehired by the County upon the written approval of the Board of Commissioners. Any decision to rehire a County retiree shall be solely within the discretion of the Board of Commissioners, and shall be made on a case-by-case basis.

3.0 Policy Guidelines/Procedures

- 3.1 Employees who are planning to retire are encouraged to provide 30 days' notice prior to retiring. Department Heads who are planning to retire are encouraged to provide 90 days notice prior to retiring.
- 3.2 Any employees who have retired from Josephine County and who are later rehired by the County after February 16, 2005 shall be rehired, at the sole discretion of the Board of Commissioners, as a temporary casual / seasonal employee, with no benefits from the County.
 - A. Department Heads and Elected Officials who seek to rehire a retiree as a casual / seasonal employee shall first provide the Board of Commissioners with written reasons why the retiree should be rehired, including the benefit to the County of rehiring the retiree, and shall provide the Board of Commissioners with a specific date of when the rehired retiree's services will end (i.e., upon completion of training of new employee, upon completion of specific project, etc.).
 - B. Department Heads and Elected Officials shall obtain written approval from the Board of Commissioners prior to rehiring any retiree as a casual / seasonal employee.

3.3 This policy shall not affect any rehired retirees who are employed by the County pursuant to an employment contract executed prior to February 16, 2005.

Josephine County
Administrative Policies & Procedures

Adopted: July 9, 2003
Effective: July 9, 2003
Revised: January 15, 2010
Document Repealed:

Chapter C
Personnel
Policy C-30

SUBJECT: Volunteer Program

1.0 Purpose

Josephine County appreciates the hundreds of volunteers who provide valuable services on behalf of the citizens of Josephine County and who assist in enhancing the efficiency and effectiveness of County services and programs. Many of the services provided by the County would not be possible were it not for the generosity and assistance of volunteers. The purpose of this policy is to define the status of Registered Volunteers, to set forth the procedure for officially engaging the services of volunteers for the County as Registered Volunteers, to set forth the benefits afforded to Registered Volunteers, and to apportion any potential liability between Registered Volunteers and the County.

2.0 General Policy

All departments shall require its volunteers to follow the procedures of this policy in order to be deemed a Registered Volunteer of Josephine County. Any person who does not follow the procedures of this policy shall not be deemed to be a Registered Volunteer of Josephine County, and shall not be entitled to receive any of the benefits under this policy. This policy shall apply to all volunteers for Josephine County who have been appointed by Department Heads, Elected Officials, or the Board of County Commissioners.

3.0 Policy Guidelines/Procedures

In order for a person to be appointed as a Registered Volunteer, applicants must first go through the following procedures:

- a. Applicants must complete and sign a Josephine County Volunteer Application including the following documents:
 - 1. Insurance Coverage and Responsibility of Volunteers Acknowledgement
 - 2. Confidentiality and Ethics Agreement
- b. Depending on position assignment, the following may also be required:
 - 1. DMV report providing proof of safe driving record if duties require driving

or use of vehicles;

2. Criminal History Check Authorization form depending on position assignment.
- c. Before a volunteer is eligible to perform any services on behalf of the County, the Department Head, Elected Official, or supervisor must:
1. Provide the volunteer with a written description of the major duties of the volunteer position, and review the description and duties with the volunteer.
 2. Review all County policies and expectations with the volunteer regarding:
 - 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
 - Harassment
 3. Obtain proof of valid driver's license and safe driving record if driving a vehicle is a requirement of the volunteer position. If driving a personal vehicle is required, personal vehicle auto insurance must also be verified. Departments or the Human Resources Office shall obtain a driver's report from the DMV for such persons at the expense of the department.
 4. Obtain verification of professional licenses or certificates (in good standing) if required for the volunteer position.
 5. Request a criminal history check be completed by Human Resource if required for the position. Fees associated with the criminal history check will be paid by the requesting department.
 6. Provide a copy of the Volunteer Program policy and any other pertinent County or Department policies to the volunteer.
- d. While some Registered Volunteers may be eligible for mileage reimbursement or other out of pocket expenses depending on the particular service position, Registered Volunteers are not employees of Josephine County, and as such, are not eligible for benefits received by County employees, including but not limited to: wages, overtime, vacation, holiday, sick leave, or other leave, medical and dental coverage, life and disability insurance, social security, workers' compensation, unemployment compensation or retirement benefits.

4.0 Vehicle Operation and Liability

- a. **Requirements.** Registered Volunteers may have duties which require operating a motor vehicle in order to perform services on behalf of Josephine County. If the volunteer assignment may require the use of either a County-owned or a privately owned vehicle, the person must:
1. Maintain a current, valid Oregon driver's license, which is not suspended, and which class is appropriate to the vehicle to be driven;
 2. Maintain proof of automobile insurance if the volunteer's duties require use of personal vehicles;
 3. Maintain a safe driver's record;
 4. Obey all statutes, rules, and regulations regarding the operation of a motor vehicle;
 5. Report any citations for violations of traffic laws or any traffic accidents which occur while performing volunteer services to the Registered Volunteer's supervisor, Department Head or Elected Official within 24 (twenty-four) hours of the citation or accident. The supervisor, Department Head, or Elected Official shall then send a copy of the citation or accident report to the Risk Management;
 6. Cooperate fully with any ensuing investigation by the Risk Management and County Legal Counsel;
 7. Use a seat belt, require any passengers to use seat belts or approved child safety restraints as applicable; and
 8. Responsibly represent the Josephine County Volunteer Program while driving the vehicle.
- b. **County-Owned Vehicles.** 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:
1. The event giving rise to the claim is not the result of any violation of any federal, state, or local statute, rule, or policy;
 2. 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;

3. The vehicle was not being used for personal use; or
4. The vehicle was driven or under the control of the Registered Volunteer.

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.

- c. **Personal Vehicles.** 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:

1. The Registered Volunteer has signed the Volunteer Driver Agreement and:
 - a. 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.

5.0 Personal Injury

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.

6.0 Third Party Liability

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.

7.0 Conformance with Department Policies

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.

Josephine County
Administrative Policies & Procedures

Adopted: December 17, 2003 Chapter C
Effective: December 17, 2003 Personnel
Revised: Policy C-32
Document Repealed:

SUBJECT: Occupational Law Enforcement Equipment Plan

1.0 Purpose

To set forth the County's policy as it relates to Josephine County sponsoring a Law Enforcement Equipment Purchase Plan for required occupational equipment.

2.0 General Policy

It is the policy of the Josephine County Board of Commissioners to assist regular, full-time or part-time Law Enforcement personnel in the purchase of basic occupationally necessary equipment that is not provided by the County. It is recognized that Josephine County retains, without reservation, the right to alter, modify or discontinue the Plan at any time.

3.0 Policy Guidelines/Procedures

- a. Eligibility: In order for an employee to purchase equipment under this plan they must be a certified regular, full-time or part time law enforcement employee in good standing to include probationary employees and have prior approval. Additional equipment purchases may be made once previous loan is paid if the Sheriff or Community Corrections Director approves due to other circumstances.
- b. The Plan: Employees requesting an equipment purchase must:
 1. Not have an outstanding loan under this plan. Obtain and complete an application.
 2. Obtain signed authorization from the Sheriff or his designee or Community Corrections Department Head that the purchase request is occupationally necessary equipment and complies with policies relating to quality, brand, or other requirement of the Sheriff or Community Corrections Department Head.
- c. Approved Plan Equipment:
 1. Duty Weapon
 2. Leather Boots
 3. Leather Belt
 4. Leather Inside Belt



5. Leather Holster
6. Leather Cuff Case
7. Leather Flashlight Holder
8. Leather Magazine/Clip Holder
9. Leather Key Holder
10. Leather Baton Holder
11. Leather Aerosol Holder
12. Undercover duty belt
13. Undercover Holster
14. Undercover Concealment Vest
15. Undercover Cuff Stabilizer

d. Cost Limitations: A payroll advance for purchase of equipment will be limited to a maximum of \$1,200.00.

e. Loan Terms: Employee requesting an equipment purchase agrees:

1. To sign a payroll withholding agreement/promissory note authorizing Josephine County to make a monthly payroll deduction of at least fifty dollars (\$50.00) per month.
2. Authorize the County to deduct an administrative fee of 3% of the total loan cost from the employee's next monthly payroll check after the loan is made for the monthly payroll deduction transaction.
3. Authorize the County to continue the monthly payroll deduction until the loan is paid.
4. The full balance becomes due and payable upon the employee severing employment with the County.

f. Disclaimer: Josephine County accepts no responsibility for the repair, maintenance, warranty or other cost related to the purchase of equipment by an employee under this plan.

Josephine County
Administrative Policies and Procedures

Adopted: October 12, 2005
Effective: October 12, 2005
Revised: March 6, 2009
Document Repealed:

Chapter C
Personnel
Policy C-33

SUBJECT: Personnel Actions

1.0 Purpose

To establish County policy and procedures for personnel actions.

2.0 General Policy

It is the policy of the County that appropriate documentation, review, and authorization take place for changes affecting employees and individual employment records. All personnel actions including new or changed classification, compensation, position assignment, FTE, and employment status must be submitted in accordance with this policy.

3.0 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.

4.0 Policy Guidelines/Procedures

- a. A Personnel Action Form shall be submitted to the Human Resources Office for all changes affecting an employee's individual employment record.

- b. 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.
- c. Supervisors are responsible for informing employees of personnel actions prior to the effective date of such action.

4.1 Routine Step Increases

- a. Routine Step Increases include the following:
 - 1. Six-month Step Increase
 - 2. End of Probation Step Increase
 - 3. Annual Step Increase
- b. 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.
- c. Routine step increases require only the signature of the Supervisory Authority or their delegates for processing.
- d. Step increases shall not be processed unless there is a completed Performance Evaluation accompanying the Personnel Action Form.

4.2 New Hire and Change of Status

- a. In order to maintain uniform and consistent personnel administration, the Human Resource Director in coordination with the Chief Financial Officer shall have final approval authority for the following personnel actions:
 - 1. New hire, change from temporary to regular status, and FTE changes as designated on an associated approved Position Requisition form;
 - 2. 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.
- b. In order to maintain uniform and consistent personnel administration, the Board of County Commissioners shall have final approval authority for the following personnel actions:
 - 1. Any change that assigns a pay rate or other change not designated on an associated approved Position Requisition Form.

5.0 Policy Implementation:

- a. Human Resources shall provide training regarding this policy to Supervisors and Managers.
- b. It is the responsibility of all supervisors of the County to ensure that their Departments are in full compliance with this policy.
- c. Supervisors may contact Human Resources for assistance as needed.

Josephine County
Administrative Policies & Procedures

Adopted: April 2, 2010
Effective: April 2, 2010
Revised:
Document Repealed:

Chapter C
Personnel
Policy C-38

SUBJECT: Reimbursement for DPSST Training Costs

1.0 Purpose

To establish requirements related to reimbursement for training costs associated with DPSST training and certification for specified positions as allowed and pursuant to Senate Bill 971.

2.0 General Policy

It is the policy of Josephine County that 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 subsequent employing governmental agency shall reimburse the County for training costs incurred by the County.

3.0 Definitions

“Training costs” means training expenses paid for by Josephine County that include the cost of salary and benefits paid to an employee during training, the cost of salary and benefits paid to another employee to cover the workload of an employee in training and the cost of initial training courses required for employment.

4.0 Policy Guidelines/Procedures

a. Josephine County policy for pro rata reimbursement of training costs by a subsequent employing governmental agency shall be in accordance with the reimbursement schedule adopted under subsection (3) of SB 971 as follows:

1. If the training costs are for training provided to an employee who is employed as a deputy sheriff, the required reimbursement shall be:
 - (A) 100 percent of training costs if the employee is employed by the subsequent employing governmental agency within 12 months from the date the employee completes training required by the County.
 - (B) 66 percent of training costs if the employee is employed by the subsequent employing governmental agency more than 12 months

but less than 24 months from the date the employee completes training required by the County.

- (C) 33 percent of training costs if the employee is employed by the subsequent employing governmental agency more than 24 months but less than 36 months from the date the employee completes training required by the County.
- (D) Waived if the employee is employed by the subsequent employing governmental agency more than 36 months from the date the employee completes training required by the County.

2. If the training costs are for training provided to an employee who is employed a parole and probation officer, the required reimbursement shall be:

- (A) 100 percent of training costs if the employee is employed by the subsequent employing governmental agency within 10 months from the date the employee completes training required by the County.
- (B) 66 percent of training costs if the employee is employed by the subsequent employing governmental agency more than 10 months but less than 20 months from the date the employee completes training required by the County.
- (C) 33 percent of training costs if the employee is employed by the subsequent employing governmental agency more than 20 months but less than 30 months from the date the employee completes training required by the County.
- (D) Waived if the employee is employed by the subsequent employing governmental agency more than 30 months from the date the employee completes training required by the County.

- b. Department Heads and Elected Officials may request to waive the reimbursement of training costs for an employee who voluntarily leaves employment and is subsequently employed by another governmental agency, subject to approval of the Chief Financial Officer.
- c. When making employment decisions, the hiring authority may not take into consideration the possibility that the reimbursement of training costs will be required if a particular applicant is employed.
- d. Employees who voluntarily leave employment shall notify Josephine County of subsequent employment by another governmental agency in a timely manner, and shall notify future employers of the reimbursement requirements under this policy.
- e. Employees shall be required to sign an employment agreement upon hire acknowledging understanding and agreement to abide by this policy.

Section D

Travel/Vehicles

Josephine County
Administrative Policies & Procedures

Adopted: December 23, 1992

Effective: December 23, 1992

Revised:

Policy D-1

Document Repealed:

SUBJECT: Vehicle Acquisition and Maintenance Policy

1.0 Purpose

To set forth the County's policy and procedure as it pertains to all vehicles and other equipment owned, maintained, or otherwise in the possession of Josephine County. This policy does not apply to vehicles and equipment in the Department of Public Works.

2.0 General Policy

3.0 Policy Guidelines/Procedures

- a. No vehicle goes into the County pool until approved by Vehicle Maintenance.
- b. No trading vehicles or giving vehicles from one department to another. All surplus goes to vehicle maintenance for final disposition.
- c. All work paid for by Vehicle Maintenance must be authorized by Vehicle Maintenance. No work will be performed on a County vehicle damaged in an accident until a report on the circumstances of the accident has been filed with the County Risk Manager by the close of the following business day.
- d. All new and used vehicles must be purchased through Vehicle Maintenance unless prior approval by Vehicle Maintenance
- e. Any used, and all specialty, vehicles accepted into the Vehicle Maintenance pool will be individually cost rated.
- f. All vehicles replaced must be turned in to Vehicle Maintenance.
- g. All monies received from all vehicles sold will be credited to the Vehicle Maintenance pool for future purchases of vehicles.

Section E

Property/Buildings

Josephine County
Administrative Policies & Procedures

Adopted:	December 23, 1992	Chapter E
Effective:	December 23, 1992	Property/Buildings
Revised:		Policy E-1
Document Repealed:		

SUBJECT: Use of County Facilities and Meeting Rooms

1.0 Purpose

To set forth the County's policy regarding the use of county meetings rooms by community agencies, groups, and organizations.

2.0 General Policy

All outside organizations wishing to utilize County facilities (including meeting rooms) must schedule the meetings or events in advance through the Board of County Commissioners office. County Department Heads are authorized to schedule meeting rooms and other County facilities within their purview for internal staff/board meetings and other community meetings in which the department is directly involved in an official capacity. All Departments with meeting rooms and facilities that will be utilized by other Departments or outside organizations shall develop written departmental policies regarding usage that are in accordance with this policy and approved by the Board of County Commissioners.

3.0 Policy Guidelines/Procedures

- a. Background: The use of County facilities and meeting rooms located at the Courthouse, Library, Mental Health Program and other county work sites have previously been governed by a variety of County Resolutions, Policies, Memos, and Department Policies and Procedures. It is the intent of this Policy to repeal all such prior documents, and replace them with a single general policy regarding facilities usage, and to provide Department Heads with a standard format for establishing and obtaining the Board of County Commissioners approval for use of facilities and meeting rooms within their purview.
- b. The Josephine County Fairgrounds and 4-H/Extension Service are exempt from this policy.
- c. First priority for any County facility or meeting room will be for operating departments within the County. Department Heads may schedule facilities and meeting rooms within the purview for departmental meetings within normal county working hours, as well as evenings and weekend meetings, provided that security of County property is maintained at all times.

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Administrative Policies & Procedures

Use of County Facilities and Meeting Rooms

Page 2 of 2

- d. The use of County facilities and meeting rooms for profit making businesses, organizations, or purposes is prohibited.
- e. User Responsibilities. All users of County facilities and meeting rooms will be responsible for setting up the room, cleaning, restoring the room to its normal condition after usage, and providing security for County property. The facilities should always be left neat, clean, and orderly.
- f. Department Authority. Any County Department desiring to establish regulations for the use of its facilities or meeting rooms that go beyond the scope of this policy shall develop a written draft departmental policy. This proposed policy shall be forwarded to the Administrative Steering Committee for review and recommendations. The ASC will return the proposed policy to the Department Head if they have any recommended modifications. Following any recommended modifications, the ASC will submit the proposed policy to the Board of County Commissioners for review and approval.
- g. Evening and weekend meetings by boards and community organizations can be authorized at the discretion of the Board of County Commissioners upon submission of a written request that includes information regarding the sponsoring organization and purpose of the meeting, a schedule of time(s) requested, and statements ensuring compliance with security and clean-up provisions of this policy. The contact person for the organization is responsible for opening the building, and securing the facility after its use.
- h. The Board of County Commissioners may at any time rescind the right of an organization to use any County facility or meeting room on the basis of their failure to comply with the responsibilities stipulated in this policy. Except in cases of gross negligence, the Board of County Commissioners or affected Department Head will send one (1) warning letter to an organization breaching the responsibilities included in this policy. Any further failure of the organization to comply with the requirements of this policy will result in a written letter terminating any future use of County facilities by their organization.

Josephine County

Administrative Policies & Procedures

Adopted: December 23, 1992 Chapter E
Effective: December 23, 1992 Property/Buildings
Revised: Policy E-2
Document Repealed:

SUBJECT: Rental/Lease Agreements

1.0 Purpose

To set forth a County policy regarding the negotiation of rental/lease agreements for County property.

2.0 General Policy

It is the policy of Josephine County to utilize all County-owned property to its fullest social and economic potential.

The County shall offer for rent or lease any property that is not immediately being used by a County department.

3.0 Policy Guidelines/Procedures

Rental or lease property shall be offered at fair market value or to the highest bidder in the event of competitive interest in the property. Exceptions to this policy 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.

It is the responsibility of the Department of General Services to coordinate the negotiation of lease or rental agreements.

It is the responsibility of the Department of General Services to develop the following information:

1. Property to be rented/leased.
2. The market value of the rented/leased property.
3. The County expenses associated with the rented/leased property.

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Administrative Policies & Procedures

Rental/Lease Agreements
Page 2 of 2

All proposed rental/lease agreements shall be reviewed and approved by the County Risk Manager and County Counsel. Approval shall be indicated by the appearance of both signatures on the rental/lease agreement.

All rental/lease agreements shall be submitted to the Board of County Commissioners for final approval.

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Administrative Policies and Procedures

Adopted: December 23, 1992
Effective: December 23, 1992
Revised: May 25, 1994
Revised: October 25, 2006
Document Repealed:

Chapter E
Property/Buildings
Policy E-3

Subject: Computer Hardware and Software Purchases

1.0 Purpose:

In order to establish the most efficient and cost effective manner of acquiring computer hardware, software, and related items, the Information Technology (IT) Division will purchase all computer-related hardware and software for Josephine County.

2.0 General Policy:

It is the policy of Josephine County to provide for cost effective technology tools and equipment for its employees. Accordingly, the Information Technology Division is tasked with assisting all county personnel in the acquisition of any computer-related hardware and software. Standardization can reduce costs by allowing purchases to be acquired in large quantities. The IT Division will utilize their leverage with various vendors to get each county department the equipment that will best fit their needs at the best price and still be compatible with the county computer systems.

3.0 Policy Guidelines/Procedures:

- a. Scope:
This policy applies to all Josephine County departments, personnel, and to the purchase of all hardware or software supported by the IT division.
- b. Administrative Directors or Division Managers requiring computer equipment or software should contact the IT division by e-mail stating their requests. Requests are to include as much information as possible regarding what the equipment or software will be used with and what, if any, equipment or applications it will need to interact with.
- c. The IT division will research the most economical means of acquiring the necessary equipment or software, get a firm price from the vendor, and forward this information to the requestor for approval or rejection.
- d. If the requestor decides to proceed with the purchase, prior to IT ordering

the item, the requestor **MUST** provide IT with a completed Equipment Purchase Request Form, a copy of which is attached hereto as Exhibit "A," which includes the appropriate accounting code for the item to be purchased.

- e. Upon receipt of the item, IT will arrange with the requestor to install and configure the item to work with all associated county hardware or software.

4.0 Mandated Equipment:

Certain software applications or configurations are mandated by outside agencies and may require specific hardware. In those instances the requestor should make the IT division aware of those requirements and IT will endeavor to acquire the specific equipment/software necessary.

5.0 Non Supported Equipment:

Equipment acquired by any department, county organization, or personnel without going through the IT division for prior approval will either not be supported or will be supported on a time and materials available basis.

6.0 Emergency Acquisition:

Should the Information Technology division not be able to fill an emergency requirement in a timely fashion through normal channels, outside sources of supply will be sought.

Exhibit "A"

Equipment Purchase Request Form

Equipment/Software Required

Department/Division

Account Code

Estimated Cost

I certify there are funds available for this purchase.

Signature

Authorized Approval Signature

Josephine County
Administrative Policies & Procedures

Adopted: May 25, 1994
Effective: May 25, 1994
Revised:
Document Repealed:

Chapter E
Property/Buildings
Policy E-4

SUBJECT: Personal Computer Policy

1.0 Purpose

To maintain the integrity, control and security of the County's Personal Computers.

2.0 General Policy

Personal Computers will be utilized in as safe and efficient a manner as possible. Upon delivery of computer software and hardware, the Director of Data Processing will be responsible for installation of the equipment in a timely manner.

3.0 Policy Guidelines/Procedures

- a. Only computers which are designed as portables or laptops will be removed from County buildings.
- b. Department Heads and Elected Officials shall establish a check out procedures for portables and laptops to ensure their reasonable safety.
- c. All Personal Computers must be protected with adequate power protection devices. Data Processing can provide the proper devices.
- d. All installed Personal Computer software must be legally obtained and licensed. Each Department Head/Elected Official is responsible for ensuring compliance according to licensing requirements for multiple copies. Data Processing will assist Departments in the auditing of their Personal Computer software upon request. Failure to comply with these requirements may result in disciplinary action.
- e. Data Processing may inventory departmental Personal Computer hardware and software to ensure current software released, proper installation and copy right compliance. This will be scheduled with the Department Head/Elected Official involved, so as to not intrude on the work of the Department.

Section F

Legal

**Josephine County
Administrative Policies & Procedures**

Adopted:	December 23, 1992	Chapter F
Effective:	December 23, 1992	Legal
Revised:		Policy F-1
Document Repealed:		

SUBJECT: Actions in Small Claims Court

1.0 Purpose

To set forth policy and procedure as it pertains to action in the Small Claims Court (a division of the District Court system).

2.0 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.

It is therefore advisable 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.

3.0 Policy Guidelines/Procedures

It is therefore requested that, before (a) as a plaintiff filing or (b) responding as a defendant to, an action in Small Claims Court, you first, as soon as possible, notify County Legal Counsel, and where the County is being sued, to the County's Risk Manager.

When appropriate, the County Risk Manager will confer with County Legal Counsel and a recommendation made regarding what action, if any, your department should take on behalf of the county in these situations.

Josephine County
Administrative Policies & Procedures

Adopted: December 23, 1992

Effective: December 23, 1992

Revised:

Policy F-2

Document Repealed:

SUBJECT: Legal Review of Documents being Developed or Revised.

1.0 Purpose

To set forth the policy and procedure as it relates to revisions in documents for legal review by County Counsel.

2.0 General Policy

When a document (such as a proposed ordinance, contract, lease etc.) is submitted to legal counsel for review, that review is performed and a letter is returned making comments and often suggesting changes.

In order to expedite the follow-up responses by eliminating the time it takes for someone in the legal office to compare, line by line, the original document reviewed with the latest draft, the "change copy" procedure should be used.

3.0 Policy Guidelines/Procedures

When sending a "change copy" of the latest draft showing all changes from either (a) the last draft which was reviewed or (b) the latest revisions (please specify which). The method to be used is to put a line through the language which is omitted from the earlier draft to the latest draft and to underline language which is added from the earlier draft to the latest draft.

In addition, sections which are merely placed in a different part (such as part 2 becoming part 5) should be so indicated on the "change copy".

Any questions should be directed to legal counsel.

Josephine County
Administrative Policies & Procedures

Adopted: December 23, 1992

Effective: December 23, 1992

Revised:

Policy F-3

Document Repealed:

SUBJECT: Processing Claims for Damages

1.0 Purpose

To establish County policy and procedures regarding the response of County departments to the receipt of informal reports of claims for damage, formal Notices or Tort Claims, or actual lawsuits.

2.0 General Policy

It is the policy of the County for departments receiving informal reports of claims for damage, Notices of Tort Claims, or actual lawsuits to be promptly forwarded to the County Risk Manager or the County Legal Counsel, as appropriate.

3.0 Policy Guidelines/Procedures

- a. Claims against the County for damages allegedly suffered by a claimant are sent directly to County departments at times. These claims generally take one of the following forms:
 1. An informal report that may be oral or written (such as a letter).
 2. A formal document entitled "Notice of Tort Claim" or words to that effect.
 3. An actual lawsuit.
- b. In accordance with County Risk Management and Legal Counsel policies, all informal claims and Notices of Tort Claims should be forwarded directly to the County Risk Manager in a prompt manner through the affected Department Head or Elected Official. However, any Elected Official, Department Head, or other employee served with an actual lawsuit (not just an oral or written threat of a lawsuit) should promptly forward the lawsuit to the County Legal Counsel.

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Administrative Policies & Procedures

Processing Claims for Damages
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- c. In the case of an actual lawsuit, the County Legal Counsel will make appropriate arrangements to respond to it, including informing and coordinating with the BCC, County Risk Manager, and any affected Department Heads or Elected Officials.
- d. All formal or informal claims should be forwarded to the appropriate authority (County Counsel or Risk Manager) within a maximum of one working day (preferably immediately) with a notation of the date, time, and method of receiving it. This requirement for prompt forwarding is due to the short legal timelines involved in preparing a County response.
- e. With the advent of the County's self-insurance for liability claims and Workers Compensation Claims, all such claims or incidents involving potential claims (e.g. an employee or client hurt on county property) should be immediately reported to the County Risk Manager.

Josephine County
Administrative Policies & Procedures

Adopted:	December 23, 1992	Chapter F
Effective:	December 23, 1992	Legal
Revised:		Policy F-4
Document Repealed:		

SUBJECT: Applicability of Public Meeting Law Requirements for County Advisory Groups

1.0 Purpose

To establish County policy and procedures regarding the requirements of the Oregon Public Meeting Law for County advisory groups.

2.0 General Policy

It is the policy of the County for all of its advisory groups to comply with the requirements of the Oregon Public Meeting Law including public notice of meetings, availability of written meeting minutes, limitations regarding executive sessions, and respecting the rights of news gatherers.

3.0 Policy Guidelines/Procedures

a. This policy pertains to all County appointed or affiliated councils, boards, committees, commissions, subcommittees, advisory groups, or other such public bodies which have:

1. Two or more members;
2. Authority to act only if a quorum is present; and
3. Authority to make decisions for a public body on policy or administration or authority to make recommendations to a public body on policy or administration.

b. Meetings of county advisory bodies are public meetings within the scope of the Oregon Public Meetings Law. ORS 192.610(3), (4), and (5); ORS 192.630(1) and (2). Notice for such meetings must be "reasonably calculated to give actual notice to interested persons including news media which have requested notice, of the time and place for " the meeting. The notice must also include a list of the principal subjects anticipated to be considered at the meeting. ORS 192.640(1). In addition:

1. Twenty-four hour notice must be given for special meetings;

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Administrative Policies & Procedures

Applicability of Public Meeting Law Requirements for County Advisory Groups
Page 2 of 3

2. Notice "appropriate to the circumstances" must be given for a meeting called due to an emergency; and
 3. Any planned executive session must be noted on a public notice along with the specific provisions of ORS 192.660 authorizing same.
- c. If any individual, group, or media representative, requests advance notice of any particular meeting, or of all meetings in general, of any county advisory body, such specific notice should be given to such person, group, or representative. This can ordinarily be by mail, although time constraints may make telephone notification more feasible.
- d. The notice must set forth the items anticipated to be discussed, in sufficient detail to give any interested person a fairly good idea of what will be discussed. The notice need not go into great detail but simply enough to give notice of the nature of the specific subject to be discussed. The body is not precluded from discussing matters that were not on the notice, but whatever matters are known by the governing body or the person giving notice to be anticipated for discussion, should be included in the notice.
- e. Written minutes giving "a true reflection of the matters discussed at the meeting and the views of the participants" must be available to the public within a reasonable time after the meeting. Minutes must include:
1. The names of all members of the public body present;
 2. All motions, resolutions, orders, ordinances and measures proposed and their disposition.
 3. The results of all votes and, except for public bodies of more than twenty-five members unless requested by a member of that body, the vote of each member by name.
 4. The substance of any discussion on any matter; and
 5. A reference to any document discussed at the meeting.
- f. Executive sessions, which persons other than media personnel may not attend, are permitted for specific purposes under certain conditions. An executive session may not be held for the purpose of taking any final action on the subject of the executive session.

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Applicability of Public Meeting Law Requirements for County Advisory Groups
Page 3 of 3

- g. Minutes of executive sessions must be recorded on tape or minutes kept in accordance with the general criteria outlined above, but the content of such minutes need not be disclosed unless required by a court in the course of a legal action.
- h. The open meeting law provides that representatives of the news media are allowed to attend executive sessions except those where a deliberative body is consulting and giving direction to its labor negotiators.
- i. To help assure compliance with the spirit and intent of the Public Meetings Law, notices of all meetings of county advisory bodies should be posted on the bulletin board located inside the Commissioner's office. To do this, simply send a copy of the notice to the Board of County Commissioner's office at least 48 hours before the scheduled time of the meeting, who will insure that the notice is promptly posted.
- j. In order to have copies of your minutes available to the public as required by the Open Meeting Law, they must be filed in the County Court Journal. Please submit the original copy of your minutes signed by your recording secretary to the BCC office to have them recorded in the Journal.
- k. Due to the large number of advisory groups appointed by the Board, each group will be responsible for providing public notice and submitting their minutes. A copy of the Open Meeting Law is available for reference in the Board Office.

**Josephine County
Administrative Policies & Procedures**

Adopted:	December 23, 1992	Chapter F
Effective:	December 23, 1992	Legal
Revised:		Policy F-5
Document Repealed:		

SUBJECT: Public Disclosure and Exceptions

1.0 Purpose

To establish County policy and procedures regarding compliance with ORS 192.420 and ORS 192.501 through 192.505 relating to public disclosure of information and legal exemptions from these statutes.

2.0 General Policy

It is the policy of the Board of County Commissioners to promote open communications with the citizens of Josephine County. The County will comply with all requirements of Oregon Public Disclosure statutes, including exemptions from public disclosure such as those designed to protect the confidentiality of employees and other citizens.

3.0 Policy Guidelines/Procedures

- a. ORS 192.420 and ORS 192.501 through 192.505 contain statutes governing the requirements on public bodies for disclosure of information to the public, and lists of exemptions to public disclosure.
- b. In any situations where there is a lack of clarity regarding the requirements of Oregon's public disclosure statutes or possible exemptions, County employees will communicate the situation to their immediate supervisor.
- c. If there is no clearly applicable provision in the public disclosure statutes or other statutes governing confidentiality, the supervisor will immediately notify his/her Department Head/Elected Official.
- d. If the Department Head/Elected Official is unable to locate clear statutory regulations governing such a situation, the County Legal Counsel should be contacted as soon as possible for legal guidelines upon which to proceed.

Section G

Risk Management

Josephine County
Administrative Policies & Procedures

Adopted: December 23, 1992
Effective: December 23, 1992
Revised: May 3, 2000
Revised: April 2, 2010
Document Repealed:

Chapter G
Risk Management
Policy G- 1

SUBJECT: Risk Management Policy

1.0 Purpose

To establish County policy for achieving the objective of preserving County assets in order to best serve our community in the most cost effective and efficient manner.

2.0 General Policy

The Risk Manager and Human Resource Department share the responsibility of formulating and implementing programs and procedures to minimize County property, revenue and personnel related losses. Risks that have been identified for Josephine County fall into the following categories:

Risk Manager:

Property (Building and Contents)
General Liability
Automobile Liability
Automobile Physical Damage
Professional Liability and
Malpractice
Employee Fidelity
Airport Liability
Environmental Liability

Human Resources:

Workers' Compensation
Volunteer Liability
OSHA Compliance
Safety Programs
Employment and Labor

3.0 Policy Guidelines/Procedures

The Risk Manager and Human Resource Department shall perform the following duties to provide the best recommendation to the Board of County Commissioners for protection of County assets:

- a. Identify and evaluate all types of risks to which County assets might be exposed.
- b. Develop and analyze variety of risk management techniques to reduce those risks.

- c. Select and implement the most viable risk management techniques for the reduction of identified risks.
- d. Monitor the entire County risk management process on a continuous basis to ensure that the risk management techniques selected remain viable and continue to be the most effective options.

3.1 INSURANCE COVERAGES

Josephine County has a comprehensive insurance program designed to cover losses that occur. Insurance coverage is provided by an insurance carrier for most coverages effective after July 1, 2006. Prior claims remain under the self insurance portion of the County and may utilize a Third Party Administrator. When purchase of commercial insurance is necessary, the Risk Manager or Human Resources Department (depending on responsibility area) will secure this insurance upon the approval of the Board of County Commissioners.

In the administration of the remaining portion of the self-insurance program, the Risk Manager or Human Resource Department will work closely with the Claims Adjustment Service/Third Party Administrator to determine amounts to be paid on all claims covered by self-insurance (liability, property loss and workers' compensation claims prior to July 1, 2006).

3.2 RISK MANAGEMENT PROGRAMS

It is the responsibility of the Risk Manager to review areas of potential liability that may result in third party claims against the County. The Risk manager shall review incidents and accidents that occur, and evaluate the risks and potential claims that may be made against the County. The evaluation includes investigating the incident and identifying potential risk reduction factors. It is the duty of the Risk Manager to process all third party claims against the County. The Risk Manager may prepare written recommendations for risk reduction improvements.

The Human Resource Department will manage labor/employment related claims and the safety and workers' compensation programs. Human Resources is responsible for the development, organization, coordination, and implementation of personnel policies, employment related practices, safety procedures, safety committee, and safety education. It is the responsibility of the Human Resources Department to review all accidents involving employee injuries and evaluate the risks and potential claims that may be made against the County. The Human Resources Department may prepare written recommendations for risk reduction improvements in reference to labor claims and employee injury/accident data.

3.3 OTHER RESPONSIBILITIES IN RISK MANAGEMENT FOR JOSEPHINE COUNTY

BOARD OF COUNTY COMMISSIONERS:

The Board of County Commissioners shall ensure that Departments of the County comply with Occupational Safety and Health Laws, State and Federal Regulations and the Risk Management provisions of the Administrative Policies of the County.

DEPARTMENT HEADS AND ELECTED OFFICIALS:

Department Heads and Elected Officials shall provide for the safety, health and welfare of each employee in the department, and shall ensure that areas accessed by citizens are free from hazards. In this safety and risk management policy, the highest priority has been placed on employee safety, which therefore becomes the responsibility of the respective Department Head or Elected Official. Supervisors may be delegated the authority to carry out safety policies in each department, but the responsibility for meeting objectives, and the overall protection of employees in the performance of their assignments, cannot be transferred.

SUPERVISORS:

Supervisors shall assume the responsibility of thoroughly instructing their personnel in the safe practices to be observed in their work situation. Supervisors shall consistently enforce safety standards and requirements to the utmost of their ability and authority. Supervisors are responsible for taking action to eliminate any potential hazard within the activities under their jurisdiction, and they will set the example of good safety practice in the work place. Safety practices shall be measured along with all other phases of supervisor performance. The principal duties of supervisors in discharging responsibilities for safety are to enforce all safety regulations in effect and make employees aware that violations of safety rules will not be tolerated.

EMPLOYEES:

Each employee, as a part of the comprehensive safety and loss prevention program, is responsible for adhering to safety and risk management requirements, and for providing timely reports of unsafe conditions.

4.0 INCIDENT/ACCIDENT REPORTING

Incident/Accident reporting procedures shall be followed in reporting incidents or accidents in which a possibility exists that a claim for workers' compensation, general liability, property damage, or personal injury may be made against the County, or where the County may have a claim against a third party for damage to a County vehicle or other property or injuries to a County employee.

4.1 EMPLOYEE DUTIES:

- a. It is the responsibility of all County employees to report occurrences and incidents or injuries. Employees shall inform the Department Head or their designee immediately upon becoming aware of damage to County property.
- b. If an accident involves a vehicle, employees shall notify the appropriate local law enforcement authorities.
- c. In all cases of damage to County property, the employee shall complete the Josephine County Incident Report Form and submit it as soon as possible to their supervisor and/or Department Head or their designee.

4.2 DUTIES OF SUPERVISORS AND/OR DEPARTMENT HEADS AND ELECTED OFFICIALS:

- a. Reports of incidents and accidents shall be forwarded to the Risk Manager or Human Resources Department within two business days of the incident. Department Heads and Elected Officials shall ensure that the appropriate local law enforcement authorities have been notified in the event of property damage.
 - b. If the accident involves damage in excess of \$5,000 or any bodily injury, notify the Risk Manager immediately.
 - c. It is the responsibility of all Department Heads and Elected Officials, or their designees, to cooperate in the investigation of accidents. It may be required from time to time to provide information to the Insurance Carrier's Claims Adjuster and/or the Third Party Administrator in handling of claims made against the County.
- a. Department Heads shall report to the Risk Manager the following changes in property under their supervision:
 - 1. Changes in building use - All changes in the use or occupancy of a building shall be reported. This is to include new construction, remodels or other alterations of County owned or leased property. All changes must have prior approval by the Facilities Department.
 - 2. Changes in equipment and vehicles - It is important to provide a complete record of alterations of equipment or vehicles to the Risk Manager. All modifications of County owned vehicles must have prior approval of the Vehicle Maintenance Department.
 - 3. Property losses - Property losses occurring from fire, vandalism or other perils are covered by a general liability policy and should be reported on the Josephine County Incident Report Form. These losses should be reported immediately to the Risk Manager.

5.0 ADJUSTMENT OF CLAIMS FOR LOSSES OF COUNTY PROPERTY

Replacement and/or repair of any damaged or destroyed County property, including all County vehicles, shall be undertaken only when:

- a. The claim has been properly filed with the Risk Manager and a determination of responsibility can be made, so that recovery measures, if any are available, can be undertaken.

6.0 CLAIMS MANAGEMENT FOR THIRD PARTY CLAIMS

- a. It is the responsibility of the Risk Manager to develop all third party claims management processes, including recommendations of claim acceptance and denial, and coordinating defense of claims. Claims resulting in litigation shall be referred to the County's insurance carrier by the Risk Manager.
- b. Any County department may receive a claim by a third party for loss or damages. All such claims should be made on the Josephine County Incident Report Form. Departments should forward all such claims immediately to the Risk Manager.
- c. It is the responsibility of the Risk Manager to process all claims on behalf of the County. All offers of settlement or claims adjustments are made in concert with the Insurance Carrier or Third Party Administrator and the Risk Manager. No employee, Department Head or Elected Official shall engage in discussion or negotiation with parties involved in an accident or claiming a County liability. All such inquiries should be directed to the Risk Manager.
- d. The Risk Manager shall respond to any accident involving serious injury or extensive damage in which a claim may be made against the County by a third party. The County's Third Party Administrator or the Insurance Carrier shall be notified.
- e. All defense of claims matters will be reviewed by the insurance carrier, Risk Manager and the Board of County Commissioners.
- f. All claims settlements under the amount of \$5,000 may be approved by the Risk Manager.

7.0 CLAIMS MANAGEMENT FOR WORKERS' COMPENSATION

- a. It is the responsibility of Human Resources Department to develop all Workers' Compensation claims management processes. Each Workers' Compensation claim shall result in review and submission of the claim to the workers' compensation insurance carrier.

- b. For outstanding self insurance claims, all settlements to a limit of \$25,000 may be approved by concurrence of the Third Party Administer and Human Resources. All settlements in excess of \$25,000 to a limit of \$50,000 shall require the approval of Chief Financial Officer. All settlements in excess of \$50,000 shall require the approval of the Board of County Commissioners.

8.0 COUNTY INSURANCE CERTIFICATES

Upon request to the Risk Manager, a certificate of insurance will be issued indicating the County's insurance status, policy number, limits and expiration date.

9.0 COVERAGE OF VOLUNTEERS

- a. The Human Resource Department is responsible for the administration of the volunteer insurance program.
- b. Volunteers and persons performing court ordered service for, and in behalf of, the County are not covered by Workers' Compensation of Josephine County, with the exception of Sheriff's Reserves and Search and Rescue. Injuries arising out of the course of service to the County shall be submitted to the County volunteer insurance carrier. If volunteer insurance does not provide coverage, the County's general liability insurance may provide coverage.
- c. Volunteers who perform service for the County must abide by the County Volunteer Program policy.

Josephine County
Administrative Policies & Procedures

Adopted: December 23, 1992
Effective: December 23, 1992
Revised: January 15, 2010
Document Repealed:

Chapter G
Risk Management
Policy G-2

SUBJECT: Bloodborne Pathogens - Exposure Control Plan

1.0 Purpose

To establish an Exposure Control Plan as defined per OSHA Bloodborne Pathogens Standard 29 CFR 1910.1030. The purpose of this policy is to establish requirements and work practices to limit and control occupational exposure to bloodborne pathogens and other potential infectious materials. This policy covers all employees who could reasonably be expected to come in contact with human blood and other potentially infectious materials in the course of their work.

2.0 General Policy

It is the policy of Josephine County that all employees who could reasonably be expected to come into contact with human blood and other potentially infectious materials in the course of their assigned duties shall receive training in exposure to bloodborne pathogens and universal precautions to prevent exposure. Hepatitis B vaccinations will be offered to employees who may reasonably anticipate exposure in the course of their employment. Each department with at risk employees shall maintain records and follow procedures according to OR-OSHA (OAR 437, Division 2/Z) and federal OSHA (29CFR1910.1030).

3.0 Definitions

“Assistant Secretary” means the Assistant Secretary of Labor for Occupational Safety and Health, or designated representative.

“Blood” means human blood, human blood components, and products made from human blood.

“Bloodborne pathogens” means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are no limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

“Contaminated” means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

“Decontamination” means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

“Director” means the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designated representative.

“Engineering controls” mean controls (ie. sharps disposal container, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the work place.

“Exposure incident” means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

“Hand washing facilities” mean a facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.

“HBV” means hepatitis B virus.

“HIV” means human immunodeficiency virus.

“Licensed Health Care Professional” is a person who legally permitted scope of practice allows him or her to independently perform the activities of Hepatitis B vaccination and Post-exposure Evaluation and Follow-up.

“Occupational exposure” means reasonably anticipated skin, eye mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

“Other potentially infectious materials (OPIM)” means the following human body fluids:

1. Semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
3. HIV-containing culture medium or other solutions and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

“Parenteral” means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.

“Personal protective equipment” is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (i.e. uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

“Reasonably anticipated” means a rational conclusion to expect or foresee an occupational exposure.

“Regulated waste” means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

“Sharps” mean any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

“Source individual” means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

“Sterilize” means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

“Universal precautions” is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.

“Work practice controls” means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (i.e. prohibiting the recapping of needles by a two-handed technique).

4.0 EXPOSURE DETERMINATION

- a. Specific job classifications in which all employees have reasonably anticipated occupational exposures to blood or other potentially infectious materials when performing their routine job duties, without regard to the use of personal protective equipment, are:

Job classification	Task or exposure
Designated First Aid and Health Care	Blood drawing Process and package of blood and other biological

Providers	specimens Cleanse and bandage of cuts, burns, and other open wounds Emergency treatment of traumatic wounds Cardiopulmonary resuscitation Clean up spilled blood or OPIM Decontamination of work surfaces and reusable equipment
Corrections and Youth Care Providers	Collecting urine samples Searching client, potential exposure to sharps Cleanse and bandage of cuts, burns, and other open wounds Emergency treatment of traumatic wounds Cardiopulmonary resuscitation
Law Enforcement and Emergency Response Personnel	Searching and detainment of citizens, potential exposure to bodily fluids, blood, sharps, etc. Process and package of blood and other biological specimens Cleanse and bandage of cuts, burns, and other open wounds Emergency treatment of traumatic wounds Cardiopulmonary resuscitation

- b. Specific job classifications in which some employees may have reasonably anticipated occupational exposures to blood or other potentially infectious materials when performing their routine job duties, without regard to the use of personal protective equipment, are:

Job classification	Task or exposure
Supervisors (Assigned to provide first-aid assistance as part of their job duties)	Cleanse and bandage of cuts, burns, and other open wounds Emergency treatment of traumatic wounds Cardiopulmonary resuscitation Clean up spilled blood or OPIM Decontamination of work surfaces and reusable equipment
Custodians / Maintenance	Clean up spilled blood or OPIM Empty biological trash cans Decontamination of work surfaces and reusable equipment

- c. In the event that an employee not listed above experiences an incident of occupational exposure, the hepatitis B vaccination and post exposure evaluation / follow-up will be made available no later than 24 hours after the exposure.
- d. Volunteers assigned to positions with occupational exposure will be asked to provide proof of hepatitis B vaccination, or will be required to begin the vaccination series prior to performing such volunteer duties.

5.0 METHODS OF COMPLIANCE

5.1 Universal Precautions

- a. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. All body fluids shall be considered potentially infectious materials.
- b. Use protective devices: gloves; goggles/masks for risk of splattering; and double glove with extremely hazardous procedures. Remove gloves if torn, punctured or cut. Wash hands, and then re-glove.
- c. Wash hands after all procedures (before eating, smoking, drinking, applying cosmetics or contact lenses).
- d. With gloves on, wash surfaces with hot, soapy water then disinfect with stabilized bleach solution.
- e. Dispose of all sharp materials (sharps) in a puncture-resistant container immediately.
- f. Never recap, bend, or break needles. Dispose of in sharps container.
- g. All contaminated articles to be discarded must be placed in red alert bag and disposed of in an appropriate receptacle.
- h. Do not store urine/blood/tissue samples in refrigerator meant for food.

WHAT TO DO:

- a. When stuck with a sharp object:
 1. When stuck with sharp object first force bleeding, then wash with soap and water or disinfectant.
 2. Report to your supervisor and complete an Accident/Incident Report form.
- b. When splattered with blood:
 1. When splattered with blood, rinse eyes, mouth and nose with water for as long as tolerated (10 minutes minimum).
 2. Use a hydrogen peroxide mouthwash (1/2 strength) without swallowing to cleanse mouth.

3. Report to your supervisor and complete an Accident/Incident Report form.
- c. See your physician or call the county health department if you have questions.

5.2 **Engineering and Work Practice Controls**

- a. Engineering and work practice controls shall be used to eliminate or minimize employee exposure.
- b. Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.
- c. Departments with employees that use medical sharps in direct patient care shall, at least annually, identify, evaluate and select engineering and work practice controls, including safer medical devices pursuant to OAR 437-002-1030. Associated documentation shall be retained with the departmental written exposure control plan.
- d. Hand washing facilities shall be provided which are readily accessible to employees.
- e. When hand washing facilities are not feasible, antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes shall be provided. Hands shall be washed with soap and running water as soon as feasible.
- f. Employees shall wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.
- g. Employees shall wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
- h. Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed except as noted in 1. and 2. below. Shearing or breaking of contaminated needles is prohibited.
 1. Contaminated needles and other contaminated sharps shall not be bent, recapped or removed unless the employer can demonstrate that no alternative is feasible or that such action is required by a specific medical procedure.
 2. Such bending, recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique.
- i. Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed. These containers shall be:

1. Puncture resistant;
 2. Labeled or color-coded in accordance with this policy;
 3. Leak proof on the sides and bottom; and
 4. Stored or processed in a manner that does not require employees to reach by hand into the containers where these sharps have been placed.
- j. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
- k. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on counter tops or bench tops where blood or other potentially infectious materials are present.
- l. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, splattering and generation of droplets of these substances.
- m. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- n. Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.
1. The container for storage, transport, or shipping shall be labeled or color-coded accordingly and closed prior to being stored, transported, or shipped.
 2. If outside contamination of the primary container occurs, the primary container shall be placed within a second container which prevents leakage during handling, processing, storage, transport, or shipping and is labeled or color-coded.
 3. If the specimen could puncture the primary container, the primary container shall be placed within a secondary container which is puncture resistant in addition to the above characteristics.
- o. Equipment which may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary.

1. A readily observable label shall be attached to the equipment stating which portions remain contaminated.
2. This information shall be conveyed to all affected employees, the servicing representative and/or the manufacturer, as appropriate, prior to handling, servicing, or shipping so that appropriate precautions will be taken.

5.3 **Personal Protective Equipment**

- a. When there is occupational exposure, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, foot coverings or foot protection, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices shall be provided at no cost to the employee.
- b. The employee must wear the provided appropriate personal protective equipment unless it can be shown that the employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or a co-worker. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.
- c. The appropriate personal protective equipment shall be readily accessible at the work site or issued to employees in the appropriate sizes. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.
- d. The County shall clean, launder, and dispose of personal protective equipment at no cost to the employee.
- e. The County shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.
- f. If a garment is penetrated by blood or other potentially infectious materials, the garment shall be removed immediately or as soon as feasible.
- g. All personal protective equipment shall be removed prior to leaving the work area.
- h. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
- i. Gloves and protective clothing covering exposed skin shall be worn when it can be

reasonably anticipated that the employee may have contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures and when handling or touching contaminated items or surfaces.

1. Disposable (single use) gloves such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
2. Disposable gloves shall not be washed or decontaminated for re-use.
3. Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.
4. Gloves are required for phlebotomy in the following circumstances:
 - a. When the employee has cuts, scratches, or other breaks in his or her skin;
 - b. When the employee judges that hand contamination with blood may occur;
 - c. When the employee is receiving training in phlebotomy.
- j. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
- k. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and the degree of exposure anticipated.
- l. Surgical caps or hoods and/or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated.
- m. Shoe covers or boots shall be worn in instances when it can be reasonably anticipated that the employee may handle devices containing blood or other potentially infectious materials that may be dropped or spilled.

5.4 Housekeeping

- a. Work sites shall be maintained in a clean and sanitary condition.
- b. All equipment and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.
 1. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning.
 2. Protective coverings, such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces, shall be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the work shift if they may have become contaminated during the shift.
 3. All bins, pails, cans and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.
 4. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs or forceps.
 5. Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.
- c. Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are:
 1. Closable;
 2. Puncture resistant;
 3. Leak-proof on sides and bottom; and
 4. Labeled and color coded.

- d. During use, containers for contaminated sharps shall be:
 - 1. Easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found;
 - 2. Maintained upright throughout use; and
 - 3. Replaced routinely and not be allowed to overfill.
- e. When moving containers of contaminated sharps from the area of use, the containers shall be:
 - 1. Closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping;
 - 2. Placed in a secondary container if leakage is possible. The second container shall be:
 - a. Closable;
 - b. Constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping; and
 - c. Labeled or color-coded properly.
 - 3. Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of percutaneous injury.
- f. Contaminated laundry shall be handled as little as possible with a minimum of agitation.
 - 1. Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use.
 - 2. Contaminated laundry shall be placed and transported in bags or containers labeled or color-coded.
 - 3. Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through of or leakage from the bag or container, the laundry shall be placed and transported in bags or containers which prevent soak-through and/or leakage of fluids to the exterior.

- g. The County shall ensure that employees who have contact with contaminated laundry wear protective gloves and other appropriate personal protective equipment.
- h. When contaminated laundry is shipped off-site to a second facility to be laundered, the contaminated laundry must be placed in laundry bags or containers which are labeled and color-coded.

6.0 HEPATITIS B VACCINATION AND POST-EXPOSURE EVALUATION AND FOLLOW-UP

6.1 General

- a. The County shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up to all employees who have had an exposure incident.
- b. The County shall ensure that all medical evaluations and procedures including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis, are:
 - 1. Made available at no cost to the employee;
 - 2. Made available to the employee at a reasonable time and place;
 - 3. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional; and
 - 4. Provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place.
- c. The County shall ensure that all laboratory tests are conducted by an accredited laboratory at no cost to the employee.

6.2 Hepatitis B Vaccination

- a. Hepatitis B vaccination shall be made available after the employee has received the training required within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. The employee's initial consent or declination of the vaccination shall be documented on Appendix A, *Hepatitis B Vaccination Consent / Waiver*.
- b. Employees assigned to law enforcement, health care, or youth/corrections direct care positions shall have antibody testing conducted approximately 1-2 months after

completion of the hepatitis B vaccination series to ensure the employee is immune.

- c. According to the Center for Disease Control (CDC) antibody testing is accurate only when completed 1-2 months after completion of the vaccination series (refer to CDC for the most current guidelines). However, employees who have received the vaccination series in the past may request a single dose of hepatitis B vaccine and subsequent antibody testing in order to verify continued immunity.
- d. The County shall not make participation in a pre-screening program a prerequisite for receiving hepatitis B vaccination.
- e. If the employee initially declines hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the employer shall make available hepatitis B vaccination at that time. Such decision shall be documented using Appendix A, *Hepatitis B Vaccination Consent / Waiver*.
- f. The County shall assure that employees who decline to accept hepatitis B vaccination offered by the County sign Appendix A, *Hepatitis B Vaccination Consent / Waiver*.
- g. If a routine booster dose of hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be made available at no cost to the employee.
- h. The full hepatitis B vaccination series will be made available as soon as possible, but in no event later than 24 hours, to all unvaccinated employees who have an exposure incident.

6.3 **Post Exposure Evaluation and Follow-Up**

- a. Following a report of an exposure incident, the incident shall be documented using Appendix B, *Blood or Other Body Fluid Post Exposure Report*. The County shall make immediately available to the exposed employee a confidential medical evaluation and follow-up at no cost to the employee, including at least the following elements:
 - 1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
 - 2. The County shall seek to obtain consent to test the source individual's blood (see 6.3b below).
 - a. of the identity
 - 3. Collection and testing of blood for HBV and HIV serological status;

4. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
 5. If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.
 6. Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service;
 7. Counseling; and
 8. Evaluation or reported illnesses.
- b. The County shall seek to obtain consent of the source individual (or that of the source individual's parent or legal guardian if a minor). Identification and consent of the source individual shall be documented using Appendix D, *Source Individual History and Consent*, unless the County can establish that identification is infeasible or prohibited by state or local law. If the source individual refuses consent for testing, the County shall document the refusal using Appendix E, *Source Individual Refusal for Blood Testing*:
1. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If the source individual refuses to consent to testing, the County shall document the refusal in writing. If the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
 2. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
 3. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- c. The County shall ensure that the health care professional responsible for the employee's Hepatitis B vaccination is provided a copy of OAR 437, Division 2/Z, Toxic and Hazardous Substances.
- d. Appendix C, Bloodborne Pathogen Exposure History and Consent shall be used to

document exposure information which will be provided to the employee's designated physician and to document the employee's consent for the exchange of information between the County and the designated physician.

6.4 **Information to the Healthcare Professional**

- a. The County Human Resources Office or designee shall ensure that the health care professional evaluating an employee after an exposure incident is provided the following information:
 1. A copy of OAR 437, Division 2/Z, Toxic and Hazardous Substances;
 2. A description of the exposed employee's duties as they relate to the exposure incident;
 3. Documentation of the route(s) of exposure and circumstances under which exposure occurred;
 4. Results of the source individual's blood testing, if available; and
 5. All medical records relevant to the appropriate treatment of the employee, including vaccination status, which are the employer's responsibility to maintain.

6.5 **Healthcare Professional's Written Opinion**

4. The County shall obtain and provide the employee a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation using Appendix F, *Physician Statement on Source Individual*.
5. The health care professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.
6. The health care professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:
 1. That the employee has been informed of the results of the evaluation; and
 2. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
7. All other findings or diagnoses shall remain confidential and shall not be included in the written report.

7.0 COMMUNICATION OF HAZARDS TO EMPLOYEES

- a. Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious materials.
- b. Labels required by this section shall include the biohazard symbol. These labels shall be fluorescent orange or orange-red or predominantly so, with lettering or symbols in a contrasting color. All required labels shall either be an integral part of the container or shall be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.
- c. Red bags or red containers may be substituted for labels.
- d. Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from the labeling requirements.
- e. Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment or disposal are exempted from the labeling requirement.
- f. Labels required for contaminated equipment shall be in accordance with this policy and shall also state which portions of the equipment remain contaminated.
- g. Regulated waste that has been decontaminated need not be labeled or color coded.

8.0 EMPLOYEE TRAINING REQUIREMENTS

- a. The County shall ensure that all employees with occupational exposure participate in a training program which shall be provided at no cost to the employee and during work hours.
- b. Training shall be provided as follows:
 1. At the time of initial assignment to tasks where occupational exposure may take place;
 2. Within 90 days after the effective date of the standard; and

3. At least annually thereafter.
- c. For employees who have received training on bloodborne pathogens in the year preceding the effective date of the standard, only training with respect to the provisions of the standard which were not included need be provided.
- d. Annual training for all employees shall be provided within one year of their previous training.
- e. The County shall provide additional training when changes such as modification of tasks of procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.
- f. Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used.
- g. The training program shall contain at a minimum the following elements:
 1. An accessible copy of the regulatory text of this standard and an explanation of its contents;
 2. A general explanation of the epidemiology and symptoms of bloodborne diseases;
 3. An explanation of the modes of transmission of bloodborne pathogens;
 4. An explanation of the County's exposure control plan as contained in this policy and the means by which the employee can obtain a copy of the policy;
 5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
 6. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;
 7. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
 8. An explanation of the basis for selection of personal protective equipment;
 9. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that

the vaccine and vaccination will be offered free of charge;

10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
 11. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
 12. Information of the post-exposure evaluation and follow-up that the County is required to provide for the employee following an exposure incident;
 13. An explanation of the signs and labels and/or color coding required; and
 14. An opportunity for interactive questions and answers with the person conducting the training session.
- h. The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the work place that the training will address. Examples of qualified trainers include: health care professionals, emergency medical technicians, industrial hygienists or other professional trainers knowledgeable in the subject area.

9.0 RECORDKEEPING

- a. The County shall establish and maintain an accurate record for each employee with occupational exposure, in accordance with 29 CFR 1910.1020.
- b. This record shall include:
 1. The name and social security number of the employee;
 2. A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination;
 3. A copy of all results of examinations, medical testing, and follow-up procedures;
 4. The County's copy of the health care professionals written opinion;
 5. A copy of the information provided to the health care professional.
- c. County shall ensure that employee medical records are:

1. Kept confidential; and
 2. Are not disclosed or reported without the employee's express written consent to any person within or outside the work place except as required by law.
- d. The County shall maintain the required records for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.1020.
- e. The County shall establish and maintain a sharps injury log for recording all percutaneous injuries from contaminated sharps as required by 29 CFR 1904, and shall retain the log for five years following the year in which the injury occurred.
- f. Training records shall include the following information:
1. The dates of the training sessions;
 2. The contents of a summary of the training sessions;
 3. The names and qualifications of persons conducting the training; and
 4. The name and job titles of all persons attending the training sessions.
- g. Training records shall be maintained for 3 years from the date on which the training occurred.
- h. The County Safety Officer shall ensure that all records required to be maintained by this section shall be made available upon request to the Assistant Secretary and Director for examination and copying.
- i. Employee training records shall be provided upon request for examination and copying to employees, to employee representatives, to the Director, and to the Assistant Secretary in accordance with 29 CFR 1910.1020.
- j. Employee medical records shall be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, to the Director, and to the Assistant Secretary in accordance with 29 CFR 1910.1020.
- k. The County shall comply with the requirements involving transfer of records set forth in 29 CFR 1910.1020(h).

Appendix A

HEPATITIS B VACCINATION CONSENT / WAIVER

Employee: _____

Position: _____

Department: _____

During the Bloodborne Pathogens training session I was informed that due to my job duties or procedures I have reasonably anticipated occupational exposures to blood or other potentially infectious materials and that I have the opportunity to be vaccinated with the Hepatitis B vaccine at no charge to myself. **Check one below:**

I wish to receive the Hepatitis B vaccination series (three doses). I have no known sensitivity to yeast or any preservatives. Also (for women only) if I am pregnant, I am advised to consult with my private medical practitioner regarding the administration of the Hepatitis B vaccine.

I do not wish to receive the Hepatitis B vaccination series (three doses). I have been informed that by declining the vaccine, I may have an occupational exposure risk of acquiring the Hepatitis B infection which can be a serious disease.

Employee's Signature: _____

Date: ____/____/____

CONSENT AFTER INITIAL WAIVER

After initially declining the vaccine, I have now decided to receive the Hepatitis B vaccination series (three doses).

Employee's Signature: _____

Date: ____/____/____

Appendix B

BLOOD OR OTHER BODY FLUID
POST-EXPOSURE REPORT

Date of Exposure: ____/____/____ Time of Exposure: _____

Reported By: _____ Date Reported: ____/____/____

EXPOSED EMPLOYEE

Name: _____

Job Classification: _____

Department: _____

SOURCE INDIVIDUAL

Name: _____ Date of Birth: ____/____/____

Address: _____

Home Phone: _____

EXPOSURE CIRCUMSTANCES

Description of incident including route(s) and circumstances of exposure:

(Attach additional pages if necessary)

Report Completed By: _____ Date: ____/____/____

Appendix C

**BLOODBORNE PATHOGEN EXPOSURE
HISTORY AND CONSENT**

Employee's Name: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

The above employee has reported an occupational exposure incident to blood or other potentially infectious material as defined by OR-OSHA Admin. Rules (1910.1030).

EXPOSURE HISTORY

Date of Exposure: ____/____/____ Time of Exposure: _____

Description of Exposure:

**EMPLOYEE'S CONSENT FOR EXCHANGE OF
INFORMATION**

I hereby authorize an exchange of information pertaining my occupational exposure to blood or OPIM to occur between my employer's Human Resources Department and my designated health provider.

My Physician's Name: _____

Address: _____

Phone: _____

My Employer's Human Resources Department:

Address: _____

Phone: _____

Employee's Signature: _____ Date: ____/____/____

Appendix D

SOURCE INDIVIDUAL HISTORY AND CONSENT

I hereby authorize an exchange of information to occur between the three agencies/physicians listed below and the exposed individual in accordance with Oregon statute/rules. The employee's physician will discuss results/recommendations with the exposed employee. I am aware that I, or my child, has been identified as a source individual where an employee may have been exposed to blood or other potentially infectious body fluids.

1. County (Human Resources Department)

Address: _____

Phone: _____

2. Exposed Employee's Physician

Address: _____

Phone: _____

3. Source Individual's Physician

Address: _____

Phone: _____

I am aware of the risks to the exposed employee and I have agreed to blood testing to be performed for Hepatitis B and HIV. I have been informed that in consenting to this testing, this information will be released to the exposed employee, to the exposed employee's physician and to the exposed employee's employer.

Signature of Source Individual/Parent/Guardian:

Date: ____/____/____

Appendix E

SOURCE INDIVIDUAL'S REFUSAL
FOR BLOOD TESTING

Source Individual's Name: _____

Parent or Guardian (if minor): _____

Address: _____

Phone: _____

Date Parent or Guardian was notified: ____/____/____

Notified By: _____

Please read, sign below and return.

I have been informed by Josephine County that I or my child has been indentified as being a source individual in an employee exposure incident to blood or other potentially infectious body fluids.

I am aware of the risks to the employee, and I have declined blood testing to be performed for Hepatitis B and HIV. I have been informed that if I had consented to this testing, this information would have been released to the exposed employee, to the exposed employee's physician and to the exposed employee's employer.

Signature Source Individual or of Parent or Guardian:

Date: ____/____/____

Appendix F

PHYSICIAN STATEMENT ON SOURCE INDIVIDUAL

To: Source Individual's Designated Physician:

Name: _____

Source Individual: _____ Birth Date: ____/____/____

Address: _____

Home Phone: _____

The above source individual has been identified as a source in a potential bloodborne pathogens exposure incident. The source individual or the individual's parent/guardian has been informed of the required OSHA procedures following such an incident and has given consent for the exchange of information and for the testing of the source individual to determine Hepatitis B infectivity (see the attached consent).

As the source individual's designated physician, please provide the following results of the source individual's infectivity to the exposed employee's employer and to the exposed employee's physician (see the attached consent).

**PHYSICIAN'S STATEMENT OF SOURCE INDIVIDUAL'S
INFECTIVITY STATUS**

Results of:

HBsAG _____ Date: ____/____/____ HIV _____ Date: ____/____/____

Physician's Signature: _____

Date: ____/____/____

Josephine County
Administrative Policies & Procedures

Adopted:	December 23, 1992	Chapter G
Effective:	December 23, 1992	Risk Management
Revised:	March 6, 2009	Policy G-3
Document Repealed:		

SUBJECT: Hazard Communication and MSDS

1.0 Purpose

To set forth the County's policy regarding Hazard Communication and ensure compliance with OSHA Hazard Communication Standard (HCS) 29 CFR 1910 and Oregon Occupational Health and Safety Code, OAR Chapter 437, Division 155, Hazard Communication. To establish a safe working environment by ensuring that hazardous chemicals in use have Material Safety Data Sheets on file and that hazardous chemical containers are appropriately labeled as to contents and the hazards associated with their use. To ensure employees are informed of the presence of hazardous chemicals in the work place and trained in the use of such chemical. To ensure compliance with the "employee right to know" provisions of the Oregon Occupational Safety and Health Code.

2.0 General Policy

Written Hazard Communication Plans, Material Safety Data Sheets (MSDS) and lists of hazardous chemicals shall be maintained for worksites where employees are exposed to hazardous chemicals. Employees who are exposed to chemicals shall be made aware of the hazardous properties of the chemicals with which they work and measures to take to protect themselves from these chemicals.

3.0 Definitions

“Chemical Name” means the chemical name, Chemical Abstracts Service (CAS) registry number, or any other information that reveals the precise chemical designation of the substance.

“Container” Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like used to contain a hazardous chemical substance. Pipes, piping systems, engines, fuel tanks, or other operating systems are not considered to be containers.

“Hazard Warnings” Any words, pictures, symbols or color coding or combination thereof appearing on a label or other appropriate form of warning which convey the hazards of chemical substances in the container.

“Hazardous Chemical” means any chemical which is a physical or health hazard. Physical hazards are chemical reactions that could result in a fire, explosion, and/or toxic gas release which cause physical trauma if chemicals are handled or stored improperly. Health hazards are health effects (illness or disease) caused directly by the chemicals themselves, not an injury resulting from a reaction.

“Label” means any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.

“Material Safety Data Sheets (MSDS)” means written or printed material concerning a chemical substance and its known hazards which is prepared in accordance with OAR 437-155-025.

“Safety Officer” means the Human Resources Director or designee.

“Trade Name” Any designation or identification such as code name, code number, brand name or generic name used to identify a chemical substance other than by its chemical name.

“Use” means to package, handle, react or transfer.

“Worksite” means an area or location where hazardous chemicals are produced or used, and where employees are present.

4.0 Policy Guidelines/Procedures

4.1 Hazard Communication Plans

- a. Written Hazard Communication Plans are required for all work sites where employees are exposed to hazardous chemicals. Hazard Communication Plans shall contain procedures for the following:
 - i. Maintaining lists of hazardous chemicals used;
 - ii. Labeling and identifying chemical containers;
 - iii. Maintaining material safety data sheets;
 - iv. Training employees about chemical hazards;
 - v. Informing employees who do non-routine tasks about the hazardous chemicals they may be exposed to, informing employees about hazardous chemicals in pipes, and informing contractor employees about hazardous chemicals they may be exposed to.

- b. The Human Resources office will make available a standardized template for written Hazard Communication Plans.

4.2 Material Safety Data Sheet (MSDS)

- a. Worksites shall keep a list of chemicals used.
- b. Material safety data sheets for all hazardous chemicals used during the course of work shall be readily accessible to all employees and available for review at all times. The location in which the MSDS are kept should be appropriately posted so as to allow easy employee recognition and access.
- c. Employees shall not introduce chemicals to a worksite without supervisory approval. Any person authorized to order, purchase or introduce any chemical to a worksite shall be responsible for ensuring that a current MSDS is on file.
- d. Upon receipt of an MSDS, the original shall be maintained as designated in the written Hazard Communication Plan.
- e. Record of the chemicals, where they were used, and the years they were used must be retained for at least 30 years to meet OSHA records retention requirements.

4.3 Chemical Labeling

- a. The use of chemicals from unlabeled containers or the use of chemicals for which there is no current MSDS in possession is not permitted.
- b. All containers of chemicals shall have a label affixed or attached. Labels shall be in readable condition at all times. The label must contain, at a minimum, the following information:
 - i. The chemical name and trade name of the contents.
 - ii. Any hazard warnings appropriate to the contents (toxicity, flammability, reactivity, or storage incompatibility with other chemicals).
 - iii. The name and address of the manufacturer.
- b. All employees shall take care not to deface or remove the labels of original containers.
- c. When chemical substances are transferred from original containers to secondary containers, labels for the secondary containers are required.
- d. The labeling of primary or secondary containers may be accomplished by any of

the following means:

- i. Attaching a photocopy of the original container's label (reduced in size if necessary) to the container.
- ii. Attaching a National Fire Prevention Association diamond (NFPA 704) or equivalent with hazard code information filled in.
- iii. Attaching a handwritten label having information equivalent to either of the above.

4.4 Employee Information and Training

- a. Employees will be informed of this policy and their rights to receive information regarding hazardous chemicals to which they may be exposed.
- b. All employees will be advised of written Hazard Communication Plan associated with their worksites and the location of Material Safety Data Sheets.
- c. Training for new employees and a mandatory annual refresher course for present employees shall be provided for those employees that are exposed to hazardous chemicals. The annual training sessions will include a review and explanation of any hazardous processes conducted in the work area and methods and observations that may be used to detect the presence or release of hazardous chemical in the work area.
- d. All employees shall be required to sign a record of training which will be retained in the MSDS folder.
- e. All employees shall be trained in the used of chemical exposure response procedures and use of equipment such as eyewash stations, blood spill kits, chemical spill kits, etc.

4.5 Information Release

- a. Employee's physicians have a right to receive information regarding hazardous substances to which an employee is exposed if there is a medical emergency.
- b. The treating physician or nurse must be given the requested information immediately, by contacting the supervisor of the shift. As soon as circumstances permit, a request must be in writing to the Safety Officer and describe with reasonable detail the reason the physician or nurse is requesting the information.

4.6 Personal Protective Equipment (PPE)

- a. Supervisors shall train employees in the use of protective equipment required in conducting their work assignments.

- b. Employees shall be required to use approved PPE when handling or exposed to hazardous chemicals.
- c. Elected Officials, Division Directors, Program Managers, or their designees shall ensure that training plans for the use of PPE are in place and that PPE is properly maintained and utilized when necessary/required.

4.7 Notification of Contractors

- a. Elected Officials, Division Directors, Program Managers, or their designees will inform all contractors of the possibility of exposure to hazardous chemicals for which they may be exposed.

4.8 Safety Officer Responsibilities

- a. The Safety Officer is responsible for the final determination of the presence or absence of hazardous chemicals in worksites and will direct that written Hazard Communication Plan and chemical safety training programs be set in place when required.
- b. The Safety Officer shall ensure that the Safety Committee provides inspections for compliance regarding maintenance of Hazard Communications Plans.

4.9 Nondiscrimination

- a. Employees will be advised of their right to the information described in this procedure and will not be penalized or discriminated against for exercising their right under this policy or for reporting safety hazards.

Josephine County
Administrative Policies & Procedures

Adopted:	May 25, 1994	Chapter G
Effective:	May 25, 1994	Risk Management
Revised:	February 23, 2010	Policy G-4
Document Repealed:		

SUBJECT: Personal Property Theft

1.0 Purpose

To set forth policy and procedure as it pertains to personal property theft or damage on county property.

2.0 General Policy

Theft or damage of personal employee items is covered under a Josephine County's insurance policy. The policy is limited to \$1,500 per employee with a deductible of \$500. The deductible will be paid by the employee.

The employee needs to submit the loss to the employee's personal insurance first. If the stolen or damaged items are covered by the employee's personal insurance, then the County will reimburse out of pocket costs of the employee less the deductible of \$500.

3.0 Policy Guidelines/Procedures

- a. It is recommended that valuables not be brought to the work place and that precautions are taken when items of value are brought to work. Reasonable care and precautions should be taken to keep items secure.
- b. When a theft of personal items on county property occurs, the Sheriff's office will be called and a police report taken. Without a police report, reimbursement from the county insurance policy will not be made.
- c. Personal property theft or damage will be reported to the Risk Manager immediately upon discovery of loss. Personal property loss needs to be reported on the County Incident Report form with supporting documentation within ten days of loss.

Josephine County
Administrative Policies & Procedures

Adopted: May 25, 1994
Effective: May 25, 1994
Revised: January 15, 2010
Document Repealed:

Chapter G
Risk Management
Policy G-5

SUBJECT: Safety Policy

1.0 Purpose

Josephine County will maintain an occupational safety and health program conforming to the best practices of county government and in compliance with state and federal laws.

2.0 General Policy

The Josephine County safety and health program is designed to designate responsibilities associated with the following: use of safeguards to protect employee safety to the maximum extent possible; conducting safety and health inspections to identify and eliminate unsafe working conditions or practices; controlling health hazards and complying with OSHA safety and health standards; identifying employee training requirements; developing and enforcing safety and health rules and requiring that employees cooperate with such rules as a condition of employment; investigating, promptly and thoroughly, every accident to identify the cause and correct the problem as appropriate.

3.0 Policy Guidelines/Procedures

3.1. Safety Officer Responsibilities

The Safety Officer is responsible for the oversight of the County's safety programs. The Safety Officer is responsible for ensuring that all state and federal regulations are followed, ensuring the implementation of all mandatory safety related programs, and monitoring the effectiveness of safety functions. Safety Officer responsibilities include:

- Ensuring that safety and health regulations are observed.
- Developing and implementing the County-wide safety program.
- Providing oversight for the County-wide safety committee.
- Monitoring safety committee and management responses to employee safety suggestions.
- Developing and implementing County-wide safety related policies and procedures.

- Administering the workers' compensation program and ensuring integration between the workers' compensation program and the safety program.
- Retaining exposure and medically related records in a confidential manner.
- Providing for mandatory safety recordkeeping requirements per state and federal regulations.
- Overseeing documentation and posting as required by OSHA for injury and illnesses in compliance with state and federal injury reporting requirements, including the OSHA 300 Log of Work-Related Injuries and Illnesses and the annual OSHA 300A Summary of Work-Related Injuries and Illnesses.
- Reviewing, analyzing and distributing reports related to injury costs and trends.
- Developing, implementing, and recommending training programs.
- Assisting supervisors with safety performance issues as needed.

3.2 Management Responsibilities

Management and supervisory personnel are accountable for the safety of employees working under their supervision, and are expected to conduct operations in a safe manner at all times. Management has the overall responsibility for the establishment of departmentally required safety guidelines and department specific safety committees. Management has the overall responsibility to ensure that County safety guidelines are implemented and followed. **Management staff responsibilities include:**

- Ensuring that safety and health regulations are observed.
- Developing and implementing department specific safety programs.
- Assisting in preparation and revision of safety policies and implementation of the safety rules.
- Monitoring facilities and operations for safety and health hazards.
- Establishing or approving procedures for hazardous operations.
- Overseeing the investigation of all accidents, reporting near-misses or hazardous conditions, and assuring that appropriate steps for corrective action are implemented in a timely manner. In the event of an accident, conducting a complete and thorough investigation in a timely manner (generally in the same work day).
- Reviewing and receiving appropriate approval regarding the safety aspects of any facility layout, design, or alteration.
- Establishing and maintaining regular contact with any worker who is away from work due a work related injury or illness, and providing associated documentation to Human Resources in a timely manner.
- Completing the department specific safety orientation of new employees and conducting ongoing training.
- Reporting injury and illnesses in compliance with state and federal injury reporting requirements, using County required documentation and submitting to Human Resources in a timely manner.

- Addressing safety performance issues and taking follow-up personnel actions as necessary.

3.3 Employees' Responsibilities

Employees' role in safety is critical. Employees are responsible to follow proper safety and health practices. It is important that everyone report unsafe conditions to their supervisor and the safety committee so that the condition can be promptly corrected. Employee responsibilities include:

- Carrying out each task using every required and reasonable precaution to protect themselves and co-workers from injury.
- Being familiar with and complying with rules regarding personal protective equipment, hazardous chemicals, and emergency guidelines, along with all other departmental safety program requirements.
- Being alert to, and reporting, any unsafe conditions or practices observed to the immediate supervisor, or any member of management.
- Immediately reporting all injuries to the immediate supervisor or other authority.
- Being familiar with and abiding by the safety rules as a condition of employment.
- Using the 'Safety Suggestion Form' to make recommendations or report potential hazards.

3.4 Safety Committee(s) Responsibilities

The safety committees' responsibility is to assist in correcting, or advising management, on safety related issues in the work place, and to provide leadership in protecting the safety and health of all employees. The safety committee plays an essential role in the overall safety effort and serves as the primary means of communicating and exchanging information on safety issues. Safety Committee(s) responsibilities include:

- Recommending programs for the safety and health of employees.
- Conducting quarterly safety inspections to monitor compliance with OSHA and safety regulations.
- Monitoring the programs and work procedures designed for employee safety and health.
- Considering individual employee concerns and suggestions regarding safety and health, communicating with the management team regarding concerns and suggestions, and reporting back to the individual employee in a timely manner.
- Reviewing work related illnesses, injuries, and other safety issues, and recommending appropriate corrective action in writing.
- Promoting programs to improve the safety, health training, and education of employees.
- Participating in the investigation of safety hazards.

- Providing a means for employees to work together on identifying hazards and developing acceptable solutions to safety problems.
- Meeting monthly (with the exception of inspection months) and producing safety meeting minutes for distribution and posting.
- Developing and maintaining Safety Committee ByLaws defining the committee member roles, and committee responsibilities, in compliance with OSHA standards.

4.0 Reporting and Recordkeeping

- a. The following incidents, injuries, and illnesses shall be reported on the Employee Incident/Injury Report form and forwarded to Human Resources:
 1. All incidents involving a hazard that came close to causing injury to an individual, commonly referred to as ‘near miss.’
 2. All injuries that **may** result in medical treatment.
 3. All recordable work-related incidents pursuant to OSHA guidelines. Recordable work-related injuries and illnesses are those that result in one or more of the following:
 - Death,
 - Days away from work,
 - Restricted work,
 - Transfer to another job,
 - Medical treatment beyond first aid,
 - Loss of consciousness, or
 - Diagnosis of a significant injury or illness.
- b. If medical treatment is to be provided to the employee, an 801 Form must be completed and forwarded to Human Resources within twenty-four (24) hours.
- c. Human Resources is responsible for documenting recordable injuries using the OSHA 300 Log of Work-Related Injuries and Illnesses and producing the annual OSHA 300A Summary of Work-Related Injuries and Illnesses postings.

5.0 Written Plans and Training Requirements

Written policies or plans shall be developed and maintained for subject areas in accordance with OSHA requirements. A primary component of the safety program is employee training. Training efforts will be directed at developing each employee’s knowledge, skills, and understanding of safety in the workplace. Training will be provided through various means; however, the primary instruction will be given by the immediate supervisor.

- a. Each safety subject listed below shall have an associated policy or written plan to which employees will be trained:

Mandatory for ALL employees:

1. The following subjects require initial and annual training:
 - Accident and Injury Reporting
 - Personal Protective Equipment (as applicable in association with assigned duties)
2. The following subjects require initial training and additional training only when changes are made to the plan:
 - Emergency Action Plans and/or Fire Prevention Plans
 - Hazard Communication

Mandatory for Employees in Selected Operations:

1. The following subjects are mandatory only for selected operations and require initial and annual training:
 - Access to Exposure & Medical Records
 - Asbestos and Lead Awareness
 - Bloodborne Pathogens
 - Hearing Conservation - Effects of Noise Exposure
 - Respiratory Protection
 - Use of Fire Extinguishers (if authorized)
 - *Other department specific subject areas not listed*
2. The following subjects are mandatory only for selected operations and require initial training and additional training only when changes are made to the plan:
 - Confined Space Entry
 - Hazardous Energy Control - Lockout/Tagout
 - Hazardous Materials - Waste Handling
 - Safety Committee Training
 - Welding Safety
 - Other department specific subject areas not listed

- b. All new employees shall participate in an orientation to safety involving a two-phase approach:

1. Human Resources will provide all new employees with a safety handbook and generalized instruction on basic safety policies and requirements at the **New Hire Orientation**.

2. **Departmental Training** and **Position Specific Training** will be provided by the employee's immediate supervisor or lead worker before the employee will be allowed to begin actual work, and the training will be documented.
- c. Additional position specific training shall be provided to all employees as needed or required. Training is typically provided either by the Department Head, supervisor, or lead worker and should be documented.

6.0 Policy Implementation

- a. This policy shall be distributed to all new County employees at the time of their orientation by Human Resources.
- b. It is the responsibility of Elected Officials, Department Heads, and all supervisors of the County to ensure full compliance with this policy, to enforce safety and health rules, and to require that employees cooperate with these rules as a condition of employment.

Josephine County
Administrative Policies & Procedures

Adopted:	May 25, 1994	Chapter G
Effective:	May 25, 1994	Risk Management
Revised:	February 23, 2010	Policy G-6
Document Repealed:		

SUBJECT: Modifications to County Buildings

1.0 Purpose

To set for the County's policy as it relates to the modifications of County buildings.

2.0 General Policy

All building improvements or modifications shall be coordinated with the Facilities Director, regardless of funding for the project. Included are activities which are considered to be normal maintenance. The Facilities Division 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.

3.0 Policy Guidelines/Procedures

- a. Requests for building modifications should be submitted to the Facilities Division on the Facility Improvement form.
- b. All permanent structural or functional modifications, including painting, must be approved through the Facilities Director before the project begins, regardless of funding sources.
- c. 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.
- d. Projects using funding other than Facilities Division funding may proceed as approved as soon as the project is approved.
- e. Requests for modifications to County buildings shall receive written approval or comment from the Facilities Division within ten (10) working days.
- f. It shall be the responsibility of the Facilities Director that all building modifications are recorded on the most recent building plans. The Facilities Division shall be responsible for maintaining such plans.

Josephine County
Administrative Policy & Procedures

Adopted: May 25, 1994
Effective: May 25, 1994
Revised: July 10, 2013
Document Repealed:

Chapter G
Risk Management
Policy G-7

SUBJECT: Lost, Stolen or Damaged County Property

1. Purpose

- a. To set forth County policy regarding Departments responsibility for lost, stolen or damaged County property.

2. General Policy

- a. The Josephine County Insurance Fund does not reimburse departments for County property that is lost, stolen or damaged. Included is theft, accidental loss, vandalism or damaged County property, including County vehicles.
- b. A claim will be submitted to the County's insurance carrier for reimbursement if covered under insurance policy. The Department will be responsible for the deductible.

3. Policy Guidelines/Procedures

- a. Josephine County departments will be responsible for the cost of lost, stolen or damaged County property up to the insurance carrier's deductible or for the replacement if no coverage.
- b. The County Incident Report form must be submitted to Risk Management, with a law enforcement report if criminal activity has occurred.
- c. When criminal activity is involved, the Department Head must immediately contact the Josephine County Sheriff's Office and/or City police and the Risk Manager to report the incident.

Josephine County
Administrative Policies & Procedures

Adopted: August 27, 2003
Effective: August 27, 2003
Revised: January 15, 2010
Document Repealed:

Chapter G
Risk Management
Policy G-11

SUBJECT: Universal Precautions and Safe Handling of Contaminated Objects

1.0 Purpose

To ensure the safety of Josephine County employees and volunteers who are exposed to objects that are contaminated with human blood or other body fluids. This policy provides instruction for reporting and handling of needles and contaminated objects by County employees and volunteers whose normal job duties do not include routine exposure to Bloodborne Pathogens (see County policy G-2 Bloodborne Pathogens - Exposure Control Plan and associated departmental policies).

2.0 General Policy

In order to prevent exposure to Hepatitis B, Hepatitis C, HIV and other bloodborne pathogens by county employees and volunteers, all used syringes, needles, lancets and other discovered contaminated objects, including blood spills, shall be reported and handled in a safe manner that is consistent with this policy.

3.0 Definitions

“Blood” means human blood, human blood components, and products made from human blood.

“Bloodborne pathogens” means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

“Contaminated” means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

“Decontamination” means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or items is rendered safe for handling, use, or disposal.

“Exposure incident” means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results

from the performance of an employee's duties.

“Parenteral” means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.

“Personal protective equipment” is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (ie. uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

“Sharps” mean any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

“Universal precautions” is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.

4.0 Policy Guidelines/Procedures

- a. Specific job classifications in which all or some employees have reasonably anticipated occupational exposures to blood or other potentially infectious materials when performing their routine job duties shall follow the procedures identified in County policy G-2 Bloodborne Pathogens - Exposure Control Plan.
- b. All other County employees and volunteers who discover a contaminated object or blood spill shall immediately notify maintenance or custodial staff to respond to clean up and decontaminate the area. Areas should be blocked from access by other employees and the public until clean up occurs.
- c. Employees should not handle contaminated objects or clean contaminated areas except under unusual circumstances where an area can not be blocked from access and maintenance/custodial staff are unavailable. Employees shall use universal precautions as identified below while handling contaminated objects or cleaning contaminated areas.

4.1. **Universal Precautions**

Universal Precautions are a set of protocols that are recommended by the Center for Disease Control and Prevention and now required by OSHA to prevent skin and mucous membrane exposure when potential contact with blood or body fluids is anticipated.

The protocols are based on three basic premises:

- Treat all blood or body fluids as potentially infectious.

- Protective barriers must be used to reduce the risk of exposure.
- The barriers only supplement existing infection control measures such as hand washing.

Universal Precautions specifically include:

- Gloves must be worn when touching blood or body fluids.
- Gloves must also be worn when handling items or surfaces soiled with blood or body fluids.
- Bandage any cut, wound or break in the skin with watertight bandages to preclude contact with blood or body fluids.
- Wash hands thoroughly with soap and water for at least 10-20 seconds after contact with blood or body fluid or handling contaminated articles. This procedure should be done even after wearing gloves.

4.2 **Handling of Sharps**

Employees should not handle sharps except under unusual circumstances where the object must be removed and maintenance/custodial staff are unavailable. When picking-up sharps (such as hypodermic needles) and broken contaminated glass, employees need to wear latex gloves and use tongs, rather than their fingers. Sharps, including blood contaminated utility knives or broken pop bottles that are found shall be disposed of in an approved sharps container. The sharps container shall be a closeable, puncture resistant, disposable container that is labeled as a 'bio-hazard' and color coded red.

Procedures for picking-up sharps:

- Have sharps container ready
- Use latex gloves or vinyl gloves.
- Use mechanical equipment (pliers, shovels, or dustpans) to pick up contaminated utility knives or scissors.
- Dispose of needle in sharps container.

4.3 **Disposal of Sharps Containers**

Maintenance/Custodial staff shall be responsible for all sharps containers and shall ensure proper disposal. Biohazard waste requires special handling and disposal pursuant to state law.

4.4 **Decontaminating Surfaces**

- a. Except due to unavoidable circumstance, maintenance/custodial staff shall be responsible for all decontamination processes.
- b. Hepatitis virus can survive for at least a week in a dried state at room temperature on work surfaces. HIV survival is less - 24 to 48 hours. As a result, it is important to ensure proper cleaning of all materials or surfaces contaminated with blood or body fluids.
- c. Cleaning up blood or body fluids shall be done as soon as possible. The chemical product's use instructions need to be followed for proper dilution and application methods.
- d. If commercial disinfectants are not available, a basic environmental disinfectant or fresh bleach solution can be used. A bleach solution made up of 500 ppm (parts per million) free available chlorine (a 1:100 dilution of common household bleach - approximately 1/4 cup bleach per gallon of tap water) is effective.
- e. Cleaning and Disposing of PPE:
 - Disposable latex or vinyl gloves or clothes should be disposed of in the regular trash after use unless soaked with blood or other potentially infectious materials (OPIM), in which case Maintenance/Custodial staff must dispose of as described in section 4.3.
 - Goggles (that are not disposable) should be cleaned with soap and water and then wiped down with alcohol or other germicides if contaminated with blood or OPIM.

4.5 **Exposure Incidents**

- a. When stuck with a sharp object:
 - When stuck with sharp object first force bleeding, then wash with soap and water or disinfectant.
 - Report to your supervisor immediately and complete an Accident/Incident Report form.
- b. When splattered with blood:
 - When splattered with blood, rinse eyes, mouth and nose with water for as long as tolerated (10 minutes minimum).

- Use a hydrogen peroxide mouthwash (1/2 strength) without swallowing to cleanse mouth.
 - Report to your supervisor and complete an Accident/Incident Report form.
- c. See your physician or call the county health department if you have questions.
- d. In the event that an employee experiences an incident of occupational exposure, the hepatitis B vaccination and post exposure evaluation / follow-up will be made available no later than 24 hours after the exposure.

5.0 Training

- a. New employees shall receive a copy of this policy as part of the safety orientation and training process.
- b. Annual Bloodborne Pathogens training that is offered to specific county employees will contain a module regarding safe handling of sharps and post-exposure procedures.

6.0 Additional Departmental Written Policies

- a. County departments that have employees and/or volunteers who possess job duties which take them out into the community, may have additional departmental written policies and procedures in place to guide staff when used syringes and other sharps are discovered during the course of their job duties. (Examples: Parks, Public Works, Building Safety, Corrections, Sheriff's Office, and Public Health). In addition to the departments identified above, some departments may have policies and procedures in place for employees and/or volunteers who discover used sharps, in or near worksites.
- b. Any written policies that are prepared by departments should include at least all of the provisions contained in this County Policy.

7.0 Recordkeeping

- a. The County shall establish and maintain an accurate record for each employee with occupational exposure, in accordance with 29CFR 1910.1020.
- b. The County shall establish and maintain a sharps injury log for recording all percutaneous injuries from contaminated sharps as required by 29 CFR 1904, and shall retain the log for five years following the year in which the injury occurred.

JOSEPHINE COUNTY
ADMINISTRATIVE POLICIES & PROCEDURES

Adopted: March 1, 2006

Effective: March 1, 2006

Revised:

Document Repealed: Replaces Section 11.6 of Policy G-1

Chapter G

Risk Management

Policy G-12

SUBJECT: INSURANCE AND INDEMNITY REQUIREMENTS

1.0 Purpose

The purpose of this policy is to set forth the insurance and indemnity requirements for all contracts and agreements with agencies, corporations, and individuals for services or construction.

2.0 General Policy

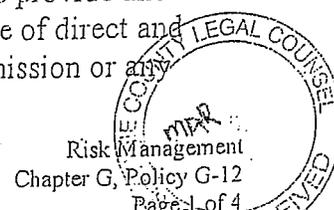
All contracts, memoranda of understanding, and other agreements for services or construction shall require the contractor to provide insurance and indemnity in accordance with this policy. Grantees or entities receiving sub-grant awards from the County shall be required to provide insurance and indemnity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

3.0 Policy Guidelines/Procedures

3.1 Insurance Requirements for Contracts:

Contracts for services or construction shall require the Contractor to provide and maintain the following insurance, as applicable:

1. Workers' Compensation: Contractors shall be required to provide and maintain Workers' Compensation Insurance in compliance with Oregon law.
2. General Liability Insurance: Contractors shall be required to provide and maintain general liability insurance against loss or damage to persons or property with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$1,000,000 for property damage.
3. Automobile Liability Insurance: Contractors shall be required to provide and maintain automobile liability insurance with minimum limits of liability, per occurrence, of \$1,000,000 for bodily injury, and \$1,000,000 for property damage. This insurance shall include coverage for owned automobiles, hired automobiles, and non-owned automobiles for bodily injury and property damage.
4. Professional Liability Insurance: Contractors shall be required to provide and maintain professional liability insurance which provides coverage of direct and vicarious liability relating to any damages caused by an error, omission or any



negligent acts of Contractor, of not less than the amount of \$1,000,000 per person per incident.

Exceptions: The County, upon the approval of County Legal Counsel, may require higher or lower limits of insurance depending upon the nature and type of project or service provided under the Contract. For example, short form contracts, professional service agreements, and leases may require other insurance provisions. Other insurance, such as Professional Liability Insurance, may be required by the County based on specific needs.

3.2 Sample Insurance Provisions:

Contracts with the County may contain the following language:

1. Prior to commencing work, Contractor shall provide and maintain for the duration of the contract the following insurance:
 - A. Workers' Compensation Insurance as required by Oregon law.
 - B. General Liability Insurance with minimum limits of liability, per occurrence, of \$1,000,000 for bodily injury and \$1,000,000 for property damage.
 - C. Automobile Liability Insurance with minimum limits of liability, per occurrence, of \$1,000,000 for bodily injury and \$1,000,000 for property damage.
 - D. Professional Liability Insurance which provides coverage of direct and vicarious liability relating to any damages caused by an error, omission or any negligent acts of Contractor, of not less than \$1,000,000 per person per incident.
2. Liability coverage shall be provided on an "occurrence" basis if it is available. "Claims made" coverage will not be acceptable unless Contractor cannot obtain occurrence coverage. The County reserves the right to determine whether occurrence coverage is available.
3. 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.
4. 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 fax transmission. All such notices shall name the Contractor and identify the contract number.

3.3 Sample Insurance Provisions for Public Improvements and Construction Contracts:

Contracts for public improvements or construction shall include the following language:

1. The clause "other insurance provisions" in a policy in which the County of Josephine is named as an insured shall not apply to the County of Josephine.
2. The insurance companies issuing the policy or policies shall have no recourse against the County of Josephine (including its agents and agencies as aforesaid) for payment of any premiums or for assessments under any form of policy.
3. Any and all deductibles in the above-described insurance policies shall be assumed by and be for the account of, and at the sole risk of the Contractor.

Contracts for public improvements or construction may include the following language:

1. Insurers shall have no right of recovery or subrogation against the County of Josephine (including its agents and agencies as aforesaid), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.

3.4 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.

3.5 Sample Indemnity Provisions:

Contracts with the County shall contain the following provisions, as applicable:

1. 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.
2. 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.
3. Contractor shall not be deemed an agent of County under the Oregon Tort Claims Act.

4. 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.

3.6 Certificates of Insurance:

Prior to the commencement of services under each contract, the Administrative Director or Elected Official shall obtain the required Certificates of Insurance from each contractor and retain the certificate for the term of the contract, and for a period of six (6) years thereafter.

JOSEPHINE COUNTY
ADMINISTRATIVE POLICIES & PROCEDURES

Adopted: October 17, 2007
Effective: October 17, 2007
Revised:
Document Repealed:

Chapter G
Risk Management
Policy G-13

SUBJECT: CONSUMER IDENTITY THEFT PROTECTION

1.0 Purpose

The purpose of this policy is to set forth the County's requirements for maintaining the privacy of personal information of individuals in order to prevent identity theft, in accordance with the Oregon Consumer Identity Theft Protection Act (S.B. 583 (2007)).

2.0 General Policy

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 Chief Operating Officer, who shall then provide notice to the individual in accordance with this policy.

3.0 Policy Guidelines/Procedures

3.1 Definitions: As used in this policy:

- (a) 'Breach of security' means unauthorized acquisition of computerized data that materially compromises the security, confidentiality or integrity of personal information maintained by the person.

'Breach of security' does not include good-faith acquisition of personal information for a legitimate purpose of the County, so long as 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.

- (b) '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.

- (c) 'County' means Josephine County, its employees, officers, and agents.

- (d) 'Encryption' means the use of an algorithmic process to transform data into a form in which

the data is rendered unreadable or unusable without the use of a confidential process or key.

- (e) '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.
- (f) 'Personal information' means:
 - (1) An individual's first name or first initial and last name in combination with any one or more of the following data elements, when the data elements are not rendered unusable through encryption, redaction or other methods, or when the data elements are encrypted and the encryption key has also been acquired:
 - (A) Social Security number;
 - (B) Driver license number or state identification card number issued by the Department of Transportation;
 - (C) Passport number or other United States issued identification number; or
 - (D) 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.
 - (2) Any of the data elements or any combination of the data elements described in paragraph (1) above, when those data elements are not combined with the individual's first name or first initial and last name, and when the data elements are not rendered unusable through encryption, redaction or other methods, if the information obtained would be sufficient to permit a person to commit identity theft against the individual whose information was compromised.
 - (3) 'Personal information' does not include information, other than a Social Security number, in a federal, state or local government record that is lawfully made available to the public.
- (g) '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, account number or credit or debit card number is accessible as part of the data.

3.2 Prohibitions:

- (a) Except as otherwise specifically provided by law, no employee, officer, or agent of Josephine County shall:

- (1) Print an individual's Social Security number on any materials not requested by the individual or part of the documentation of a transaction or service requested by the individual that are mailed to the individual, unless redacted;
 - (2) Print an individual's Social Security number on any card required for the individual to access products or services provided by the County; or
 - (3) Publicly post, publicly display, communicate, or otherwise make available to the general public an individual's Social Security number, unless redacted.
- (b) This section does not prohibit the collection, use, or release of a Social Security number as required by state or federal law, or the use or printing of a Social Security number for internal verification or administrative purposes or for enforcement of a judgment or court order.
 - (c) This section does not apply to records that are required by state or federal law to be made available to the public.
 - (d) 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:
 - (1) A record received on or before October 1, 2007;
 - (2) 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
 - (3) A record, regardless of the date created or received, that is:
 - (A) An accusatory instrument charging a violation or crime;
 - (B) A record of oral proceedings in a court;
 - (C) An exhibit offered as evidence in a proceeding; or
 - (D) A judgment or court order.

3.3 Breach of Security:

- (a) Any employee, officer, or agent of Josephine County that discovers a breach of security shall notify the Chief Operating Officer of Josephine County as soon as possible, within 24 hours of the discovery of the breach.
- (b) The Chief Operating Officer shall give notice of the breach of security to any individual

whose personal information was included in the information that was breached.

- (1) The disclosure notification shall be made in the most expeditious time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, and consistent with any measures necessary to determine sufficient contact information for the individual, to determine the scope of the breach, and to restore the reasonable integrity, security and confidentiality of the data.
 - (2) The notification to an individual required by this section may be delayed if a law enforcement agency determines that the notification will impede a criminal investigation, or has made a written request that the notification be delayed. The notification required by this section shall be made after the law enforcement agency determines that its disclosure will not compromise the investigation, and notifies the County in writing.
 - (3) Exception: Notification is not required if, after an appropriate investigation or after consultation with relevant federal, state or local agencies responsible for law enforcement, the County determines that no reasonable likelihood of harm to the individuals whose personal information has been acquired has resulted or will result from the breach. Such a determination must be documented in writing, and the documentation must be maintained for a minimum of five (5) years.
- (c) Notification to the individual may be provided by one of the following methods:
- (1) Written notice.
 - (2) 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).
 - (3) Telephone notice, provided that contact is made directly with the affected individual.
 - (4) Substitute notice, if the County demonstrates that the cost of providing notice would exceed \$250,000, 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. Substitute notice consists of the following:
 - (A) Conspicuous posting of the notice or a link to the notice on the Internet home page of the County; and
 - (B) Notification to major statewide television and newspaper media.
- (d) Notice under this section shall include, at a minimum:

- (1) A description of the incident in general terms;
 - (2) The approximate date of the breach of security;
 - (3) The type of personal information obtained as a result of the breach of security;
 - (4) Contact information for the County;
 - (5) Contact information for national consumer reporting agencies; and
 - (6) Advice to the individual to report suspected identity theft to law enforcement, including the Federal Trade Commission.
- (e) 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 notification given by the County to the individuals. In no case shall the County delay any notification in order to make the notification to the consumer reporting agencies. The County shall include the police report number, if available, in its notification to the consumer reporting agencies.
- (f) Licensing Agreements: If the County maintains or otherwise possesses personal information through a licensing agreement with another entity, the Chief Operating Officer shall notify the owner or licensee of any breach of security immediately following discovery of such breach of security.

3.4 Exemptions. 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.

JOSEPHINE COUNTY
ADMINISTRATIVE POLICIES & PROCEDURES

Adopted: October 17, 2007
Effective: October 17, 2007
Revised:
Document Repealed:

Chapter G
Risk Management
Policy G-13

SUBJECT: CONSUMER IDENTITY THEFT PROTECTION

1.0 Purpose

The purpose of this policy is to set forth the County's requirements for maintaining the privacy of personal information of individuals in order to prevent identity theft, in accordance with the Oregon Consumer Identity Theft Protection Act (S.B. 583 (2007)).

2.0 General Policy

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 Chief Operating Officer, who shall then provide notice to the individual in accordance with this policy.

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3.1 Definitions: As used in this policy:

- (a) 'Breach of security' means unauthorized acquisition of computerized data that materially compromises the security, confidentiality or integrity of personal information maintained by the person.

'Breach of security' does not include good-faith acquisition of personal information for a legitimate purpose of the County, so long as 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.

- (b) '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.
- (c) 'County' means Josephine County, its employees, officers, and agents.
- (d) 'Encryption' means the use of an algorithmic process to transform data into a form in which

the data is rendered unreadable or unusable without the use of a confidential process or key.

- (e) '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.
- (f) 'Personal information' means:
 - (1) An individual's first name or first initial and last name in combination with any one or more of the following data elements, when the data elements are not rendered unusable through encryption, redaction or other methods, or when the data elements are encrypted and the encryption key has also been acquired:
 - (A) Social Security number;
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 - (D) 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.
 - (2) Any of the data elements or any combination of the data elements described in paragraph (1) above, when those data elements are not combined with the individual's first name or first initial and last name, and when the data elements are not rendered unusable through encryption, redaction or other methods, if the information obtained would be sufficient to permit a person to commit identity theft against the individual whose information was compromised.
 - (3) 'Personal information' does not include information, other than a Social Security number, in a federal, state or local government record that is lawfully made available to the public.
- (g) '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, account number or credit or debit card number is accessible as part of the data.

3.2 Prohibitions:

- (a) Except as otherwise specifically provided by law, no employee, officer, or agent of Josephine County shall:

- (1) Print an individual's Social Security number on any materials not requested by the individual or part of the documentation of a transaction or service requested by the individual that are mailed to the individual, unless redacted;
 - (2) Print an individual's Social Security number on any card required for the individual to access products or services provided by the County; or
 - (3) Publicly post, publicly display, communicate, or otherwise make available to the general public an individual's Social Security number, unless redacted.
- (b) This section does not prohibit the collection, use, or release of a Social Security number as required by state or federal law, or the use or printing of a Social Security number for internal verification or administrative purposes or for enforcement of a judgment or court order.
- (c) This section does not apply to records that are required by state or federal law to be made available to the public.
- (d) 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:
- (1) A record received on or before October 1, 2007;
 - (2) 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
 - (3) A record, regardless of the date created or received, that is:
 - (A) An accusatory instrument charging a violation or crime;
 - (B) A record of oral proceedings in a court;
 - (C) An exhibit offered as evidence in a proceeding; or
 - (D) A judgment or court order.

3.3 Breach of Security:

- (a) Any employee, officer, or agent of Josephine County that discovers a breach of security shall notify the Chief Operating Officer of Josephine County as soon as possible, within 24 hours of the discovery of the breach.
- (b) The Chief Operating Officer shall give notice of the breach of security to any individual

whose personal information was included in the information that was breached.

- (1) The disclosure notification shall be made in the most expeditious time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, and consistent with any measures necessary to determine sufficient contact information for the individual, to determine the scope of the breach, and to restore the reasonable integrity, security and confidentiality of the data.
 - (2) The notification to an individual required by this section may be delayed if a law enforcement agency determines that the notification will impede a criminal investigation, or has made a written request that the notification be delayed. The notification required by this section shall be made after the law enforcement agency determines that its disclosure will not compromise the investigation, and notifies the County in writing.
 - (3) Exception: Notification is not required if, after an appropriate investigation or after consultation with relevant federal, state or local agencies responsible for law enforcement, the County determines that no reasonable likelihood of harm to the individuals whose personal information has been acquired has resulted or will result from the breach. Such a determination must be documented in writing, and the documentation must be maintained for a minimum of five (5) years.
- (c) Notification to the individual may be provided by one of the following methods:
- (1) Written notice.
 - (2) 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).
 - (3) Telephone notice, provided that contact is made directly with the affected individual.
 - (4) Substitute notice, if the County demonstrates that the cost of providing notice would exceed \$250,000, 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. Substitute notice consists of the following:
 - (A) Conspicuous posting of the notice or a link to the notice on the Internet home page of the County; and
 - (B) Notification to major statewide television and newspaper media.
- (d) Notice under this section shall include, at a minimum:

- (1) A description of the incident in general terms;
 - (2) The approximate date of the breach of security;
 - (3) The type of personal information obtained as a result of the breach of security;
 - (4) Contact information for the County;
 - (5) Contact information for national consumer reporting agencies; and
 - (6) Advice to the individual to report suspected identity theft to law enforcement, including the Federal Trade Commission.
- (e) 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 notification given by the County to the individuals. In no case shall the County delay any notification in order to make the notification to the consumer reporting agencies. The County shall include the police report number, if available, in its notification to the consumer reporting agencies.
- (f) Licensing Agreements: If the County maintains or otherwise possesses personal information through a licensing agreement with another entity, the Chief Operating Officer shall notify the owner or licensee of any breach of security immediately following discovery of such breach of security.

3.4 Exemptions. 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.



Josephine County, Oregon

Board of Commissioners: Jim Raffenburg, Dave Toler, Dwight F. Ellis

Board Assistant Use Only

Meeting date: _____

Agenda Item #: _____

Date submitted: _____

Board of County Commissioners WEEKLY BUSINESS SESSION AGENDA PLACEMENT REQUEST

Agenda Title: Order adopting Administrative Policy and Procedure G-13 Consumer Identity Theft Protection

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title. For contracts, provide contract type, i.e., personal services, intergovernmental agreement, memorandum of understanding, grant agreement, etc.

Agenda Date

Requested: 10/17/07

Division / Program / Office: _____

Phone: 474-5426 _____

Time:

Requested (max 10 min): _____

Contact: Marie Hill _____

Presenters: Marie Hill _____

General Information

- 1. What action are you requesting from the Board?** Approval of the order adopting the Administrative policy for the consumer identity theft protection.
- 2. Provide sufficient background information for the board and public to understand this issue.** 2007 Oregon Legislature passed the Oregon consumer identity theft protection act senate bill 583 which requires the County to comply with the ruling regarding consumer identity.
- 3. Previous action (if any):**
- 4. Explain the fiscal impact (current year and ongoing):** No fiscal impact

Grants and contracts:

Term of contract:

Competitive Bid:

Match requirement:

Overhead costs allowable:

Term of agreement:

Other parties to the agreement (name(s), title):

Grant or contract administrator:

Impact to the County when agreement terminates:

5. **Explain any legal and / or policy issues involved.** State statutes require we establish and implement this law.
6. **Explain any citizen and / or government participation that has or will take place.**
7. **Advisory Committee Recommendation (if applicable):**
8. **List documents attached:** 2 originals copies.
9. **Distribution Required: Return originals to:** One for recording, one for Personnel.

Required Signatures

**Elected Official/
Division / Program Manager:** _____ **Date:** _____

Chief Operating Officer: _____ **Date:** _____

Chief Financial Officer: _____ **Date:** _____
(If agenda item has financial impact)

Board Assistant Use Only:

Record in Board of Commissioners Journal: _____

Record in County Book of Records: _____

Josephine County
Administrative Policies & Procedures

Adopted: August 27, 2008
Effective: August 27, 2008
Revised: June 7, 2011

Chapter G
Risk Management
Policy G - 14

SUBJECT: Nondiscrimination under Title VI of the Civil Rights Act of 1964

1.0 Purpose

The purpose of this policy is to set forth the County's policy on compliance with Title VI of the Civil Rights Act of 1964, as set forth in 49 CFR Part 21.

2.0 General Policy

No person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any County program or activity.

3.0 Policy Guidelines/Procedures

3.1 Specific discriminatory actions prohibited:

- A. Josephine County, its officers, agents, employees, and volunteers may not, directly or through contractual or other arrangements, on the grounds of race, color, or national origin:
- 1) Deny a person any service or other benefit provided by the County;
 - 2) 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;
 - 3) Subject a person to segregation or separate treatment in any matter related to the receipt of any service or benefit provided by the County;
 - 4) 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;
 - 5) 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;
 - 6) 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

- 7) 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.
- B. 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 discrimination on the grounds of race, color, or national origin.
- C. 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 other persons without regard to their race, color, or national origin. No person shall be discriminated against with regard to the routing, scheduling, or quality of service of transportation services furnished by the County on the basis of race, color, or national origin. 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 on the basis of a person's race, color, or national origin.
- D. 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 race, color, or national origin. The County shall not, directly or through contractual or other arrangements, subject a person to discrimination on the grounds of race, color, or national origin 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).

3.2 Assurances

- A. 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.

3.3 Compliance

- A. 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:
 1. Racial and ethnic data showing the extent to which members of minority groups are beneficiaries of County programs receiving Federal financial assistance.
 2. 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.
 3. A list of any lawsuits or complaints against the County that allege discrimination on the basis of race, color, or national origin, 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.

- B. 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.
- C. 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.
- D. 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.
 - 1. Transit Program: Josephine County Transit shall make available such information to the public on the County's web site, on signs posted on all buses and in the Transit Program office, and on bus schedules and brochures.

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

- A. 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.
 - 1. Transit Program: The Transit Program shall provide assistance for persons who are Limited English Proficient as follows:
 - a. The Josephine County Transit's web site, bus schedules, and brochures shall be available in English and in Spanish.
 - b. All transit drivers and dispatchers shall carry "Basic Spanish for Transit Employees" from the Colorado DOT, and shall refer to this as needed.
 - c. The Josephine County Transit Program Manager shall conduct public outreach activities to ensure that Limited English Proficient riders have access to services as well as information they may need. If the Transit Program Manager identifies language groups other than Spanish who need assistance in their language, then the Transit Program Manager shall arrange to provide appropriate instructions, in their language, on how to use the public transit system and any other information needed.

3.5 Manager Responsibility

Program Managers, Department Heads, and Elected Officials shall:

- A. Ensure that there are no barriers to service or accommodation that would prevent public usage or access to County programs and services;
- B. Train subordinates as to what constitutes discrimination and barriers to access;
- C. Take prompt and appropriate action to avoid and minimize the incidence of any form of discrimination;
- D. Notify the Title VI Complaint Coordinator, in writing, of the circumstances surrounding any reported allegations of discrimination no later than the next business day.

3.6 Complaints and Appeal Process

- A. Title VI Complaint Coordinator: The Title VI Complaint Coordinator for Josephine County shall be the County Risk Manager, or designee, who shall investigate and process complaints about violations of civil rights.
- B. Complaints must be filed within 180 days of alleged discrimination.
- C. Contents of Complaint: Complaints should contain:
 - 1. Name, address, telephone number of person making the complaint;
 - 2. A statement of what happened, when, and where;
 - 3. Names of any witnesses;
 - 4. A statement of the desired result or outcome.
- D. Filing of Complaint. Complaints may be filed by either employees or by members of the public.
 - 1. By Employees: Employees may take complaints from members of the public. Employees shall then forward the complaint to the Title VI Complaint Coordinator, who shall process and assist in responding to the Complaint.
 - 2. 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.
 - a) Transit: Complaints may made to:

Scott Chancey, Transit Program Supervisor
201 River Heights Way
Grants Pass, OR 97527
(541) 474-5441
schancey@co.josephine.or.us

- E. Investigation. The Program Manager, with the assistance of the Title VI Complaint Coordinator and County Legal Counsel, shall investigate the complaint and shall make a written determination as to whether discrimination occurred or access was denied. The investigation of the complaint shall include, but not be limited to, details of the specific incident, frequency and dates of occurrences, and names and information of any witnesses.
- F. 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.
- G. Appeal. 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 Title VI Complaint Coordinator, 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.
- 1) Meeting: The Board of Commissioners shall schedule a mutually agreed-upon time and place for a review meeting with the complainant and/or 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. A record of the review meeting shall be maintained by the Board of Commissioners for a period of three (3) years.
 - 2) Disposition: After the meeting, the Board of Commissioners shall make a written disposition of the complaint in accordance with one of the following:
 - i) 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 appropriate disciplinary procedures.
 - ii) 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.
 - iii) 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.
 - iv) 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.
- H. 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.

3.7 General

- A. 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, ORS 244.175, or ORS 659A.309, as amended, such state or federal law shall control.
- B. Employees shall contact their supervisor or the County Legal Counsel Office if there are any questions as to the application of this policy.

Josephine County
Administrative Policies & Procedures

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Chapter G
Risk Management
Policy G-15

SUBJECT: Accident Reporting and Investigation

1.0 Purpose

To set forth County policy on the reporting and investigation of work related accidents and injuries.

2.0 General Policy

The objective is to identify unsafe acts or conditions which may have led to the accident, and also identify why the unsafe acts or conditions were present. Management and the applicable safety committee(s) shall thoroughly investigate all safety-related incidents and near-misses to determine the cause(s) and appropriate corrective action to be taken to prevent future recurrence. This policy is set forth to comply with the following regulatory requirements:

1. OAR 437-001-0760 Investigation of Injuries:

“Each employer shall investigate or cause to be investigated every lost time injury that workers suffer in connection with their employment, to determine the means that should be taken to prevent recurrence. The employer shall promptly install any safeguard or take any corrective measure indicated or found advisable.”

2. OAR 437-001-0765 Safety Committee/Accident Investigation:

“The Safety Committee shall evaluate all accident and incident investigations and make recommendations for ways to prevent similar events from occurring.”

3. OAR 437-001-0700 Reporting an Occupational Fatality, Catastrophe, or Accident. The County is required to notify Oregon OSHA within 8 hours of workplace fatality or catastrophe, and within 24 hours of an injury resulting in overnight or longer hospital admission.

3.0 Definitions

“Accident” is an unplanned event that results in personal injury or property damage.

“Catastrophe” is an accident in which two or more employees are fatally injured, or three

or more employees are admitted to a hospital or equivalent medical facility.

“First Aid” means any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, or similar injuries, which do not ordinarily require medical care. Such one-time treatment and observation is considered first aid even though provided by a physician or registered professional personnel.

“Lost Workday Case” means an injury which involves days away from work or days of restricted work activity, or both.

“Medical Treatment” means treatment of injuries administered by physicians or registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment (see above) even though provided by a physician or registered professional personnel.

“Near-Miss” means any unplanned event which could potentially have resulted in personal injury or property damage but based upon “good fortune” did not.

“Occupational Illness” means an abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. It includes acute and chronic illnesses or diseases which may be caused by inhalation, absorption, ingestion, or direct contact.

“Recordable Case” means work-related deaths, and illnesses, and those work-related injuries which result in: loss of consciousness, restriction of work motion, transfer to another job, or require medical treatment beyond first aid pursuant to OSHA guidelines.

“Reportable Case” means any incidents involving a hazard that came close to causing injury to an individual (‘near miss’), all injuries that may result in medical treatment, and all Recordable Cases.

4.0 Policy Guidelines/Procedures

4.1 RESPONSIBILITIES

- a. Management - It is the direct responsibility of Department Heads and Elected Officials to ensure that all reported injuries, illnesses and near-misses are promptly investigated as to cause, and that any necessary corrective measures are implemented to reduce the likelihood of recurrence.
- b. Immediate Supervisor - It is the responsibility of the immediate supervisor to promptly perform the initial accident investigation for all reported injuries, illnesses, and near misses. The supervisor shall provide recommendations to reduce recurrence, and take appropriate follow-up action to reduce the likelihood of recurrence.

Supervisors shall also take corrective or disciplinary action to correct employee performance deficiencies when necessary.

- c. Safety Committee - The safety committee shall review all accident reports, and associated recommendations and follow-up, and provide additional insight as to methods which might assist in reducing the incidence of recurrence.
- d. Employees - Employees are responsible for immediately reporting to their supervisor any injury, illness, near-miss, or any accident. Employees are responsible for performing duties in a safe and responsible manner.

5.0 ACCIDENT REPORTING

Accident and Injury Reporting - If an employee is injured, suffers an occupational illness or near-miss, the following reporting procedures shall be carried out:

- a. The incident and/or condition shall be immediately reported to the worker's supervisor and the employer shall complete the Employee Incident/Injury Report, regardless of the severity of the injury. The report is to be submitted to the employee's supervisor.
- b. All injuries, regardless of how insignificant they initially may appear, must be immediately reported to the supervisor.
- c. The supervisor must review the report submitted by the employee and complete a supervisory review.
- d. Any time that the work-related condition should necessitate the services of a medical provider, the employee is further required to complete a Workers' Compensation Claim Form 801. The form must be completed and forwarded to Human Resources within twenty-four (24) hours of the incident.
- e. Human Resources is responsible for documenting recordable injuries using the OSHA 300 Log of Work-Related Injuries and Illnesses and producing the annual OSHA 300A Summary of Work-Related Injuries and Illnesses postings.
- f. The Human Resources Director, or designee, shall report all work place fatalities, catastrophes, and overnight hospitalizations to OR-OSHA pursuant to OSHA regulatory requirements.

6.0 ACCIDENT INVESTIGATION

- a. Upon notice of an accident, injury, illness, near-miss, or non-work related physical complaint, the supervisor will ensure that an accident investigation is conducted in a

timely fashion using the 'Supervisor's Report' section of the Employee Incident/Injury Report.

- b. The supervisor shall first establish an understanding of the nature of the incident and accurately record the employee's explanation as to any off-the-job exposure, the circumstances surrounding the incident, the root cause of the incident, any unsafe work condition, use of personnel protective equipment, or other related factors, using the Supervisor Report section of the Incident/Injury Report Form.
- c. In any instance deemed appropriate, the supervisor shall encourage the involvement by at least one member of the safety committee in the initial accident investigation.
- d. This report form shall be completed prior to the conclusion of the workday and provided to management for review and submission to Human Resources.
- e. All fatalities, catastrophes, cases of serious disabling injury, and instances with multiple injury victims shall be reported immediately to Human Resources who will become involved in the investigation process.

7.0 CORRECTIVE ACTION

- a. The supervisor and management shall ensure that necessary corrective action is taken to reduce the likelihood of recurrence.
- b. Supervisors shall also take corrective or disciplinary action to correct employee performance deficiencies when necessary.
- b. The supervisor may request a follow-up investigation due to shortcomings associated with the original effort, complexity of the issues, recurrent nature of the problem, etc. Such a follow up investigation shall be completed by the Safety Committee.

8.0 SAFETY COMMITTEE REVIEW

- a. Departmental or County Safety Committee(s) shall review all accident and injury reports for appropriate investigation and corrective action.
- b. Safety Committee(s) may recommend additional appropriate corrective actions, and shall provide recommendations to departmental management. Such recommendations and corrective actions will be monitored and reviewed by the Safety Officer.

9.0 TRAINING

- a. Supervisors and Safety Committee members shall receive training in conducting accident investigations. Training shall be coordinated by department management for supervisors, and by the Safety Officer for Safety Committee members.

Josephine County
Administrative Policies & Procedures

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Chapter G
Risk Management
Policy G-16

SUBJECT: Emergency Action and Fire Prevention Plans

1.0 Purpose

To establish County policy regarding the development and maintenance of departmental and County-wide emergency action and fire prevention plans.

2.0 General Policy

This policy is established to meet the following Oregon OSHA standards beginning at (OAR 437-002-0005) that apply to emergency and fire prevention plans and actions:

- Emergency Action & Fire Prevention Plans
- Means of Egress - Exiting
- Fire Protection and Portable Fire Extinguishers
- Hazardous Materials Emergency Response
- First Aid & Emergency Medical Response

3.0 Definitions

“Emergency Action Plan” means a plan for a workplace describing what procedures the employer and employees must take to ensure employee safety from fire or other emergencies.

“Emergency Escape Route” means the route that employees are directed to follow in the event they are required to evacuate the workplace or seek a designated refuge area.

“Exit Access” is a means of egress which leads to an entrance or exit.

“Exit” is that portion of means of egress which is separated from all other spaces of the building or structure by construction or equipment as required to provide a protected way of travel to the exit.

“Fire Protection System” includes fire extinguishers and automatic fire sprinkler systems.

“Incipient Stage Fire” is a fire which is in the initial or beginning stage, and can be controlled or extinguished by portable fire extinguishers without the need for protective clothing or breathing apparatus.

“Fire Inspection” means a visual check of fire protection systems and equipment to ensure that they are in place, charged, and ready for use in the event of fire.

“Maintenance” is the performance of services on fire protection equipment and systems to ensure that they will perform as expected in the event of a fire. Maintenance differs from inspection in that maintenance requires the checking of internal fittings, and devices.

4.0 Policy Guidelines/Procedures

The following are the main types of potential emergencies at County facilities:

- Fire
- Chemical Spills or Releases
- Medical Emergency due to an accident or illness
- Bomb Threat
- Violence
- Terrorism that would be covered by Homeland Security requirements
- Environmental Emergency: Wind storm, Flood, Earthquake, Tsunami

4.1 **Management Responsibilities** are assigned to Department Heads and Elected Official, or their designee(s). Management responsibilities include ensuring that all employees are trained and informed about the Emergency Action Plan for their work site. Management shall update employees when the plan changes. Management and the Facilities Department must ensure that the proper safeguards and fire protection systems are maintained.

4.2 **Emergency Response Coordinator Responsibilities** are assigned by Department Heads or Elected Officials to an employee at the worksite and is designated in the Emergency Action Plan. A secondary responsible party shall also be noted in the plan. The Emergency Response Coordinator’s responsibilities include:

1. Assessing the situation and determining if the Emergency Action Plan should be activated in the event of an emergency.
2. Directing the evacuation of employees.
3. Making sure that Management has been notified to ensure that appropriate outside emergency services have been notified.
4. Directing the shutdown of operations when necessary.
5. Accounting for employees involved in the incident, including outside contractors and visitors to the facilities.

4.3 **Fire Protection System Maintenance Responsibilities** are assigned to the Facilities Department. Such responsibilities involve ensuring that all the fire protection systems

are maintained and tested as required by OSHA regulations and as outlined by the Insurance representatives.

- 4.4 **Safety Officer Responsibilities** involve ensuring that all appropriate outside responders are notified. The Safety Officer will implement the call outs for emergency notification and to outside responders if employees have not already made the 911 call.
- 4.5 **Employee Responsibilities** involve following this policy and the plan for preventing emergencies. All employees shall comply with the worksite evacuation and emergency notification as outlined in the worksite Emergency Action Plan. All employees are encouraged to bring up any questions or suggestion on how to improve the plan with their supervisor.

5.0 Emergency Action Plans

Emergency Action Plans describing what procedures employees must follow to ensure safety from fire or other emergencies should include the following components:

1. Emergency procedures and emergency escape route assignments.
2. Procedures to be followed by employees who remain to perform critical operations before they evacuate.
3. Procedures to account for all employees after emergency evacuation
4. The preferred means and designated contact persons for reporting fires and other emergencies
5. Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.
6. Alarm system and specifications for specific locations as applicable.

6.0 Fire Protection Plan

- a. A Fire Protection Plan shall be established and maintained addressing additional procedural issues that relate directly to fire protection and fire response actions. The overall Fire Protection Plan is managed by the Safety Officer.
- b. Only trained and authorized employees are approved to use fire extinguishers. Selected employees shall receive fire extinguisher training and the training will be updated once a year.
- c. The overall fire protection system is managed by Building Maintenance to oversee the fire extinguisher selection, accessibility, and maintenance.

- d. All **fire exits** shall be visibly marked with signs and kept accessible at all times.
- e. All employees are responsible for conducting tasks involving the risk of fire in a safe manner and for ensuring that all combustibles in the area are removed or protected.

7.0 First Aid for Medical Emergencies

- a. First-aid supplies shall be in close proximity to all employees. The supplies shall be located in labeled safety supply/first-aid cabinets or kits at each facility.
- b. The specific first-aid items that are required as a minimum to be available in each first-aid kit include:
 - 8 gauze pads at least 3" x 3"
 - 2 large gauze pads which can be folded to a size of 8" x 10"
 - 1 box of adhesive bandages
 - 2 triangular bandages
 - 1 package roller bandage at least 2" wide
 - Wound cleaning agent
 - Scissors
 - 1 blanket or equivalent
 - Latex gloves and CPR face piece for infection control
 - Disinfectant hand cleaner
 - Disinfectant soap
 - Any additional requirement for specialized operations, such as Forestry requirements under OSHA - Div 7.
- c. The first-aid supplies must be monitored by the department supervisors on a monthly basis.
- d. Employees must follow Bloodborne Pathogen and Exposure policies when providing first-aid.

8.0 Training

- a. Employees shall be trained in this policy and the Emergency Action Plan associated with their worksite upon hire and when changes are made to the policy or plan. Employees who are assigned to use fire extinguishers shall be trained upon hire and every year thereafter.
- b. Additional training shall occur as needed whenever an employee's responsibilities change.
- c. Evacuation and/or emergency drills and refresher trainings should be conducted

by departments on an annual basis.

Josephine County
Administrative Policies & Procedures

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Chapter G
Risk Management
Policy G-17

SUBJECT: Ergonomics

1.0 Purpose

To establish County policy and procedure for ergonomic assessments and occupational injury prevention.

2.0 General Policy

This policy has been designed with the goal of strengthening commitment to occupational injury prevention. It is the policy of Josephine County to attempt to eliminate or reduce worker exposure to hazards or work conditions which lead to musculoskeletal disorders which are injuries and disorders of the muscles, nerves, tendons, ligaments, joints, cartilage and spinal discs.

3.0 Definitions

“Ergonomics” is defined as the science that addresses human performance and well-being in relation to job, tools, equipment, and environment. Two additional terms that are commonly used in conjunction with ergonomics are:

- Biomechanics – the study of movement of body segments (fingers, hands, arms, back) to describe the abilities and limitations of the human body.
- Anthropometry – the analysis of dimensions and proportions of the human body in relation to workstation design, equipment, furniture and tools.

“Musculoskeletal Disorder (MSD)” are injuries and disorders of the muscles, nerves, tendons, ligaments, joints, cartilage and spinal discs. They do not include injuries resulting from slips, trips, falls, or similar accidents. Examples of MSDs include carpal tunnel syndrome, tendonitis, sciatica, herniated disc and low back pain.

“Job Hazard Analysis” is a tool or process to make a job safe before hazards become accidents through the identification of hazards associated with a specific job and planned actions to control or eliminate the hazards. It provides a formal systematic method that, when used consistently, can provide the basic framework of a pro-active safety program.

“Hazard” is a potential danger which can result in injury or illness.

“Materially Reduce MSD Hazard” means to reduce the duration, frequency and/or

magnitude of exposure to one or more ergonomic risk factors in a way that is reasonably anticipated to significantly reduce the likelihood that covered MSDs will occur.

“Incremental Abatement Process” includes implementing one or more controls that materially reduce the MSD hazard. If continued exposure to MSD hazards in the job prevents the injured employee’s condition from improving or another MSD occurs in that job, additional feasible controls will be implemented until the injured employee’s condition improves and no additional MSD occurs in the job.

4.0 Policy Guidelines/Procedures

4.1 Responsibilities

- a. Department Heads and Elected Officials are responsible for ensuring ergonomic evaluations take place as necessary and for implementing workplace changes to reduce risk of cumulative trauma injuries.
- b. Supervisors are responsible for responding promptly to employees who report of MSD signs and symptoms.
- c. The Safety Officer is responsible for assisting with the development, implementation, and evaluation of ergonomic corrections.
- d. Employees are responsible for reporting MSD signs and symptoms to their supervisor or manager.
- e. Employees are also responsible to participate in the Job Hazard Analysis process as outlined in this policy when applicable.

4.2 Hazard Information and Reporting

- a. Employees are to report MSD signs and symptoms to their supervisor. Once an employee reports MSD signs and/or symptoms to their supervisor, the supervisor must see that an evaluation is done. An MSD evaluation should occur if the report meets all of these criteria:
 1. The MSD is reported;
 2. The MSD is an incident or injury requiring associated documentation;
 3. The physical work activities and conditions in the job are reasonably likely to cause or contribute to the type of MSD reported; and
 4. These activities and conditions are a core element of the job and/or make up a significant amount of the employee’s work time.
- b. Employees will periodically be provided information that explains how to identify and report MSD signs and symptoms.

4.3 Job Hazard Analysis and Control

4.3.1 Job Hazard Analysis

- a. A Job Hazard Analysis tool shall be used in the identification of ergonomic issues and solutions.
- b. The Job Hazard Analysis will identify the “ergonomic risk factors” that may result in MSD hazards and recommendations on how to eliminate or reduce the hazards.

4.3.2 Use of Controls

- a. Controls shall be implemented that either attempt to eliminate or reduce the MSD hazards, or materially reduce the MSD hazards using an Incremental Abatement Process.
- b. Incremental Abatement Processes include implementing one or more controls that materially reduce the MSD hazard.
- c. Additional Controls may be implemented if continued exposure to MSD hazards in the job prevents the injured employee’s condition from improving or another MSD occurs in that job. Additional feasible controls will be implemented until the injured employee’s condition improves and no additional MSD occurs in the job. Controls will be implemented to the extent feasible. If controls become more feasible at a later time, those controls will be implemented promptly if necessary.
- d. Other Controls such as a combination of engineering, administrative and/or work practice controls may be used to eliminate or materially reduce MSD hazards.
- e. Personal protective equipment may be used to supplement engineering, work practice and administrative controls, but may only be used alone where other controls are not feasible.

4.4 Training

- a. Persons involved in conducting ergonomic assessments shall be trained in recognizing MSD hazards and identifying measures for eliminating or materially reducing the hazards.
- b. When specific job tasks pose known risks, or when a hazard is identified, training for employees and supervisors shall be provided covering the following elements:

- How to recognize MSD signs and symptoms
- How to report MSD signs and symptoms, and the importance of early reporting
- MSD hazards present in the job, and the measures to be followed to protect employees
- Job-specific controls

Josephine County
Administrative Policies & Procedures

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Chapter G
Risk Management
Policy G-18

SUBJECT: Personal Protective Equipment

1.0 Purpose

To provide for the safety and protection of employees by the use of appropriate personal protection when hazards in the workplace cannot be fully controlled with engineering or process controls.

2.0 General Policy

Provision of personal protective equipment and all associated training and maintenance shall be in compliance with OAR 437-002-0120(1) 'Personal Protective Equipment'. Use of respirators is covered under the County 'Respiratory Protection Plan'. Use of ear protection is covered under the County 'Hearing Conservation Plan'. Employees exposed to Bloodborne Pathogens must follow the Personal Protective Equipment (PPE) requirement set for in County Policy G-2 – 'Bloodborne Pathogens - Exposure Control Plan'.

Appropriate training on the use and maintenance of personal protective equipment shall be provided to employees when the employee's position requires that they wear proper personal protective equipment (PPE) when performing job duties. The PPE provided shall be used as required by specific job requirements and maintained in a sanitary and reliable condition. If employees provide their own protective equipment, it shall still be the supervisor's responsibility to assure its adequacy, including proper maintenance and sanitation of the equipment. The selection of PPE shall be made by management, and shall be designed to match the hazard and allow for employees to safely conduct their job tasks.

The PPE is designed to protect the worker from injury or harm. However, it is not designed to prevent the occurrence of an incident which might cause harm or injury. As a result, it is the policy of Josephine County to ensure that working conditions are safe and PPE is used as a back-up for additional protection.

3.0 Definitions

"Personal Protective Equipment (PPE)" means equipment worn by the employee to prevent injury or occupational illness wherever hazards from processes or equipment cannot be contained or eliminated at their source.

4.0 Policy Guideline/Procedures

- a. The basic requirements for personal protective equipment included in this policy are:
 - Eye and Face protection
 - Foot protection
 - Hand protection
 - Head protection
- b. Other requirements for personal protective equipment are covered under specific written plans. These include:
 - Hearing/Ear protection (See Hearing Conservation Plan)
 - Respiratory protection (See Respiratory Protection Plan)
 - Fall protection (See Fall Protection Plan)
- c. Departments are responsible for developing written certificates outlining work operations/jobs that require specific PPE for eye, face, head, foot and hand protection using Appendix A, *Personal Protective Equipment Hazard Assessment*, or an equivalent form of documentation.

4.1 General Responsibilities

- a. **Management:** Management is responsible for seeing that employees are trained in the use of personal protective equipment and are instructed on what is required for their work duties. Supervisors are responsible for completing and updating the PPE written certificates in Appendix A, and are responsible for ensuring that PPE requirements are followed.
- b. **All Employees:** Employees must follow all safety procedures, OSHA rules, and manufacturer's recommendations in regards to personal protective equipment. Employees are required to inspect their equipment daily prior to use and ensure that the equipment is functional. Problems with equipment must be promptly reported to the supervisor.
- c. **Safety Committee:** The safety committee shall review personal protective equipment as part of the quarterly inspection activities.

5.0 General Requirements

- a. Head Protection:

1. Hard hats are to be used to protect the head from flying objects, impact, and electrical shock. Hard hats used at County work operations shall minimally meet ANSI Z89.1-1986 standards for the job task.
2. Hard hats shall be used by all employees in the following jobs:
 - When overhead hazards are present. This includes when working under floor openings or walkways, and working in areas with low ceilings or protruding objects.
 - While working around construction or maintenance field projects or equipment.
 - While working outside and around heavy equipment.
 - While working inside a confined space below ground level.

b. Eye & Face Protection

1. Eye and face protection shall be worn where there is a reasonable probability of injury to the eyes and face from flying objects, glare, harmful liquids, or injurious light, such as arc welding flash.
2. Eye protection must minimally meet ANSI Z87.1-1989 requirements and the following criteria:
 - Provide adequate protection against the particular hazards for which they are designed.
 - Provide reasonable comfort and not unduly interfere with the movements of the wearer.
 - Be durable.
 - Be capable of being cleaned easily.
 - Be kept in clean and good repair.
3. The specific type of eye and face protection needed depends on the type of hazard.
 - Particle hazards from grinding/chipping require safety glasses with side shields.
 - Liquid splash hazards require chemical splash goggles or safety glasses with a face shield.
 - Gas welding requires welding goggles.
 - Face protection shall be worn when liquid splashes or significant particle matter could impact the face and cause injury.

c. Hand Protection

1. Hand protection shall be worn to protect the hands from mechanical injury due to friction, heat, shearing/cutting actions, and for protection against chemicals.
2. Chemical protective gloves should be selected based on the type of rubber or plastic material which provides proper protection against the specific chemical used. The selection will be made by the supervisor. Supervisors shall ensure that the MSDS for the chemical is reviewed for recommendations on the type of material needed for the protective gloves.
3. Chemical protective gloves shall be worn when there is skin contact with the following chemicals:
 - Solvents
 - Corrosives
 - Chemical spills
4. Appropriate gloves providing adequate protection must be worn when employees are exposed to wood splinters, friction, sharp metal edges, hot or cold materials, and moving heavy objects.

d. Foot Protection

1. Special foot protection is necessary when there is a potential for foot injury, or slipping, or when the feet may become wet due to the work environment.
2. The following footwear is expected to be worn:
 - Leather work boots when working on or around equipment.
 - Safety steel toes when there is a hazard from dropping heavy objects.
 - Rubber boots when exposed to wet conditions.

6.0 Training

- a. Departments shall ensure that all employees are trained in the hazards associated with their position assignment and in the appropriate use of Personal Protective Equipment.
- b. Training shall be provided as follows:
 1. At the time of initial assignment to tasks where occupational hazards requiring PPE are present;
 2. When changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure to

hazards.

Appendix A

PERSONAL PROTECTIVE EQUIPMENT HAZARD ASSESSMENT

The following sample forms were developed to ensure compliance with the Oregon OSHA personal protective equipment hazard assessment and selection.

The rules require that each employer assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment. If such hazards are present, or likely to be present, the County is responsible for:

- Selecting, and having each affected employee use, the types of PPE that will protect the employee from the hazards identified in the hazard assessment.
- Communicating the selection to each affected employee.
- Ensuring that the selected PPE properly fits and is in good working condition.

This assessment must be in writing and signed by the person conducting the assessment (Form B). In addition a certification of the assessment must be completed and signed by both the person conducting the assessment and a person in authority certifying the assessment (Form A).

The following forms, or an equivalent alternative form, must be used for this assessment and shall be kept on record by each affected department to ensure compliance with OSHA regulations.

FORM A: CERTIFICATION OF PERSONAL PROTECTIVE EQUIPMENT HAZARD ASSESSMENT

Work Operation/Job Position: _____

Work/Facility Location: _____

PPE Selection	Type of Hazard:	
	Physical	Chemical

Eye/Face PPE Selected		
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Head PPE Selected		
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Respiratory PPE Selected		
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Hand & Arm PPE Selected		
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Foot PPE Selected		
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Body & Leg PPE Selected		
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Additional Comments:

This certifies that a hazard assessment identifying the PPE needs for the listed job position was completed.

HAZARD ASSESSMENT PERFORMED BY (Name/Title)	DATE
--	------

HAZARD ASSESSMENT REVIEWED AND CERTIFIED BY (Name/Title) (Must be a supervisor or manager trained in associated safety regulations)	DATE
--	------

**FORM B: PERSONAL PROTECTIVE EQUIPMENT HAZARD ASSESSMENT
WORKSHEET
(29 CFR 1910 132)**

DEPARTMENT: _____

Risk Level

LOCATION: _____

Probable

JOB TASK: _____

Possible

EVALUATOR: _____

Unlikely

ENGINEERING CONTROLS: _____

DATE: _____

BODY PART	EXPOSURE	PPE RECOMMENDED
<input type="checkbox"/> EYES	<input type="checkbox"/> Equipment in Motion	<input type="checkbox"/> Safety Glasses
<input type="checkbox"/> FACE	<input type="checkbox"/> Impact with Stationary Object	<input type="checkbox"/> Goggles
<input type="checkbox"/> EARS/HEARING	<input type="checkbox"/> Temperature Extremes	<input type="checkbox"/> Face Shield
<input type="checkbox"/> HEAD	<input type="checkbox"/> Chemical	<input type="checkbox"/> Plugs/Muffs
<input type="checkbox"/> FOOT	<input type="checkbox"/> Splash/Mist/Spray	<input type="checkbox"/> Hard Hat
<input type="checkbox"/> HANDS	<input type="checkbox"/> Vapors/Dusts	<input type="checkbox"/> Steel Toed Shoes/Boots
<input type="checkbox"/> BODY	<input type="checkbox"/> Radiation Type: _____	<input type="checkbox"/> Gloves Type: _____
<input type="checkbox"/> BACK	<input type="checkbox"/> Falling Objects	<input type="checkbox"/> Coveralls
<input type="checkbox"/> EXTREMITIES	<input type="checkbox"/> Sharp Objects	<input type="checkbox"/> Chemical Suit
<input type="checkbox"/> INTERNAL	<input type="checkbox"/> Pinch Points	<input type="checkbox"/> Back Brace
	<input type="checkbox"/> Repetitive Motion	<input type="checkbox"/> Respirator (neg. or pos.)
	<input type="checkbox"/> Ergonomic	<input type="checkbox"/> Other:
	<input type="checkbox"/> Electrical	
	<input type="checkbox"/> Biological	
	<input type="checkbox"/> Falls/Level	
	<input type="checkbox"/> Noise/Sound	
	<input type="checkbox"/> Vibration	

BODY PART: Check the part of the body that has the potential of becoming injured. If there is a multiple exposure, check each body part affected.

EXPOSURE: Check each potential exposure. If there are multiple exposures, check each exposure.

PPE: Check each box for the necessary personal protection required.

ENGINEERING CONTROLS: Complete/List engineering controls being used for each job task. Controls include: barriers, guards, containment, ventilation, etc. If there are no controls being used then write 'none'.

PPE ASSESSMENT CRITERIA

Eye & Face Protection 1910.133

- Impact: flying fragments, objects, chips, particles or dirt from work operations (i.e. chipping, grinding, machining, masonry work, woodworking, sawing, drilling, chiseling, powered fastening, riveting, and sanding).

TYPE OF PROTECTION: Safety glasses with side protection, goggles, face shields. For severe exposure add the use of faceshield.

- Heat: hot sparks, splash from molten material, high temperature exposure (i.e. furnace operations, pouring, casting, hot dipping, and welding).

TYPE OF PROTECTION: Faceshields, goggles, or safety glasses with side protection. For severe exposure add the use of faceshield.

- Chemicals: Splash or irritating mists (i.e. acid and chemical handling - transferring, degreasing)

TYPE OF PROTECTION: Chemical splash goggles, eyecup and cover types. For severe exposure add the use of faceshield.

- Dust: Nuisance dust - irritation of the eyes (i.e. woodworking, buffing, general dusty conditions that can cause eye irritation).

TYPE OF PROTECTION: Goggles, eyecup and cover types

- Light and/or Radiation (optical damage)
 - Welding - Electric Arc
TYPE OF PROTECTION: Welding helmets or welding shields - typical shades 10-14 -see ANSI standard chart in PPE Safety Manual
 - Welding - Gas:
TYPE OF PROTECTION: Welding goggles or welding shields - typical shades gas: 4-8; cutting: 3-6; brazing 3-4
 - Cutting, torch brazing, torch soldering
TYPE OF PROTECTION: Welding glasses or welding shields typical shades 1.5 to 3
 - Glare
TYPE OF PROTECTION: Glasses with shaded or special-purpose lenses

Head Protection 1910.135

- Impact and penetration hazards caused by falling objects
- Electrical shock and burn hazard

TYPE OF PROTECTION:

- Class A helmets: impact & penetration resistance & electrical to 2,200 volts
- Class B helmets: impact & penetration resistance & electrical to 20,000 volts
- Class C helmets - impact & penetration resistance & NO electrical protection

Foot Protection 1910.136 (ANSI Z41-1991)

- Impact and Compression: Safety shoes or boots with impact protection are required for carrying or handling materials such as packages, objects, parts or heavy tools, which could be dropped; and, for other activities where objects might fall onto the feet.
- Puncture protection: is needed where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal, etc. Could be stepped on by employees causing a foot injury.
- Electrical: If there are electrical hazards from live work then boots rated for protection against electrical hazards are needed.

Electrical Protection SEE: 1910.137

This is special protection for working on or near exposed energized conductors or systems. Only qualified electrical workers are permitted. The type of equipment includes: insulating blankets, matting, covers, line hose, gloves, and sleeves made of rubber. The specific criteria and approvals are provided in the rules that must be followed.

Hand Protection 1910.138

Gloves may be needed for the prevention of cuts, abrasions, burns, and skin contact with chemicals that are capable of causing local or systemic effects following skin exposure. Selection of the glove material and style depend on type of contact, duration of exposure, and

type of material. Glove selection charts that are published by glove manufacturers and technical bulletins will be used. The Safety Officer has additional technical information available for the selection of gloves (see Chemical Protective Clothing Selection Handbook)

Josephine County
Administrative Policies & Procedures

Adopted: January 15, 2010
Effective: January 15, 2010
Revised:
Document Repealed:

Chapter G
Risk Management
Policy G-19

SUBJECT: Injured Worker Return to Work Program

1.0 Purpose

To establish guidelines and procedures regarding the rehabilitation of workers injured while performing assigned duties, and encourage the employee's return to regular employment as soon as possible.

2.0 General Policy

It is the policy of the County to administer a Return to Work Program for injured workers that effectively reduces medical, disability and premium costs, and positively impacts employee recovery from work-related illnesses and injuries. The Program shall be administered in accordance with Workers' Compensation regulations, including but limited to, ORS Chapter 656. The County is committed to providing temporary modified jobs or assisting in finding other available and suitable jobs for workers who are injured while performing assigned duties.

3.0 Policy Guidelines/Procedures

- a. The County shall strive to return an injured worker to a transitional assignment that complies with medical limitations within three (3) days of being released from work restriction to transitional work.
- b. Employees shall be provided a written offer of temporary transitional work that will notify the worker of the worker's responsibilities, including but not limited to:
 1. A description of job duties based on injured worker's physical restrictions;
 2. Physical work restrictions and limitations to be approved by the attending physician;
 3. The temporary nature of the transitional work assignment;
 4. The reevaluation process and associated timelines; and
 5. Potential loss of reemployment and reinstatement rights associated with failing to accept a bona fide offer of transitional work.

- c. Supervisors and Human Resources shall review transitional work assignments every thirty (30) days, or more frequently if needed, in order to adjust the work assignment to align with the worker's temporary work restrictions and to monitor the injured worker's recovery.
- d. Modified duty jobs assignments shall be assessed individually and offered on a case by case basis.
- e. Modified duty jobs will be identified after the injured employee provides his/her supervisor with physical limitations or restrictions as outlined by the employees' physician. Modified duty may be any of the following:
 - 1. The worker's regular job, modified by removing some tasks; or
 - 2. A different regular or light duty job currently existing that accommodates the worker's restrictions; or
 - 3. A job which is specifically designed around the worker's restrictions.
- f. The modified duty job, if offered, shall end on the date the worker receives a regular release, or may be ended at any time if the County chooses to no longer make the modified duty work available.
- g. Modified duty positions may last up to 90 days and are not intended as a permanent modified position. Transitional work shall be limited to three, thirty-day review sequences unless there are extenuating factors based on written medical confirmation of the worker's prognosis, with an expected recovery date, that justifies continuing the transitional work assignments. Otherwise transitional work assignments will end when one of the following occur:
 - 1. The injured worker is released by the attending physician to regular work;
 - 2. The attending physician determines the employee to be medically stationary with permanent restrictions or releases the employee to suitable employment;
 - 3. The injured worker fails to abide by medical restrictions or terms of the transitional work assignment;
 - 4. The County determines that transitional work assignment will no longer be provided; or
 - 5. The workers' compensation claim is denied by the insurer.
- h. The County shall utilize to the fullest extent possible, the Employer-at-Injury Program and Preferred Worker Programs administered by the Department of Consumer & Business Services, Workers Compensation Division for the purposes of wage subsidy, worksite modification and reimbursement for related purchases.

4.0 Policy Implementation

- a. The Human Resource Office is responsible for implementation of this policy.

- b. Human Resources shall oversee and manage the claims process and will work with the Supervisor and the Workers' Compensation carrier to coordinate injured worker assignments and claims resolution.
- c. Human Resources shall ensure compliance with leave or disability laws, bargaining agreements and injured worker/workers compensation laws and rules.
- d. Failure to accept modified work or return to full duty may be considered job abandonment and subject the employee to termination of employment if the leave is not qualified as Family Leave or other protected status.