

Lane Manual

INDEX

<b>-A-</b>		AIRCRAFT, employee operation of	2.505, 2.510
ADMINISTRATION,		ALCOHOLIC LIQUOR LICENSES,	
Administrative Procedures Manual	2.095	Application, investigation, approval,	
Buildings, demolition of County	2.825	appeal	16.120
Code amendment	2.060-085	Authority	16.110
County Commissioners, Board of		Definitions	16.100
journals	2.020	Fees	16.130
officers and employees, relationship with	2.006		
Department Directors	3.020	AMERICAN FEDERATION OF STATE, COUNTY,	
Departments, commissions,		AND MUNICIPAL EMPLOYEES' UNION	
committees, etc., rules	2.025	LOCAL 2831, AFSCME	2.410
Elected officials' transition policy	2.386		
15-Minute Rule	2.007	ANIMALS AND BIRDS,	
Logo, see LOGO, LANE COUNTY		Open space tax deferral of habitats	12.235(6)
Management terms	1.012	Sensitive bird habitats	11.400
Manual		ANIMAL SERVICES FEES	60.840(9)
amendment	2.035; 2.045		
designated	1.005	APPEALS,	
maintenance	2.030	Administrative civil penalty, procedure	5.025
Orders and resolutions,		Alcoholic liquor license denial	16.120(4)
interpretation	2.015	Building	11.905-925
numbering system	2.010(2)	Employee grievances, see	
Ordinances, numbering system	2.010(1)	PERSONNEL RULES, Appeal procedures	
Parking	2.805	Fireworks, permit denial	16.420(3)
Personnel, see PERSONNEL RULES		Mechanical Code	11.910(2); 11.920
Records, see RECORDS; PUBLIC RECORDS		Personnel rules and actions	2.280
Rules	2.010(4), 3.005	Plumbing Code	11.910(3); 11.920
ADMINISTRATIVE CIVIL PENALTY	5.015	Requests for proposals, rejection	21.107(12)
ADMINISTRATIVE ENFORCEMENT		Roads, acceptance of dedicated	
Administrative civil penalty	5.015	public roads	15.230-250
Appeal procedure	5.025	Structural Specialty Code	11.910(1); 11.920
Compliance Certification	5.030	Unzoned area development permits	12.525
Definitions	5.010	Variance decisions	10.050-055
Monetary penalty, determination of	5.020	Water supply systems regulations, variance	9.180
ADMINISTRATIVE PROCEDURES MANUAL	2.095	Wrecking yard certificate denial	16.220(4)
ADMINISTRATOR, OFFICE OF		see also HEARINGS	
Definitions	3.130	ASSESSMENT AND TAXATION, DEPARTMENT OF,	
Duties, Assistant County Administrator	3.136	Definitions	3.030
Duties, County Administrator	3.132	Director, title	3.032
Functions	3.134	Fees	60.845
		Functions	3.034

Lane Manual

ASSESSOR, COUNTY,	
Election transition policy	2.386
Emergency Operations Plan, assignment	54.035(9)
<b>-B-</b>	
BEACHES, see SAND STABILIZATION PLAN	
BIKEWAYS	15.530
BIRDS,	
Sensitive habitats	11.400
BOARD OF COMMISSIONERS, COUNTY, see COMMISSIONERS, COUNTY BOARD OF	
BOARD OF HEALTH	
Authority	9.900
Procedures	9.901
BOARD OF PROPERTY TAX APPEALS	3.554
BOARD RULES	3.005
BOARDS, COMMISSIONS AND COMMITTEES,	
Advisory/special/multijurisdictional/ other committees, mandated and nonmandated	3.515-600
Animal Services Advisory Committee	3.536
Board of County Commissioners, see COMMISSIONERS, COUNTY BOARD OF	
Board of Property Tax Appeals	3.554
Budget Committee	3.556
Building Appeals and Advisory Board	3.520; 11.905-925
Commission for the Advancement of Human Rights	3.540
Commission on Children and Families	3.521
Committees,	
appointment process	3.506(2)
communications to board	3.506(3)
formation and dissolution	3.506(1)
staff support	3.506(4)
Community Action Advisory Committee	3.530
Community Health Council	3.534
Community Mental Health Advisory Committee	3.524

Community Organization Program	3.513
Definitions	3.505(5)
Economic Development Committee	3.515(1)
Elected Official Compensation	
Board, Lane County	3.600
Eugene-Springfield Metropolitan Partnership	
Board of Directors	3.566
Fair Board	3.558
Farm Review Board	3.526
Facilities Committee	3.515(2)
Finance and Audit Committee	3.515(3)
General regulations	3.505
Health, Board of, see BOARD OF HEALTH	
Hearings Official	3.700
Historic Resources	
Committee, Lane County	3.528
Human Services Commission	3.568
Lane Workforce Partnership	
Advisory Committee	3.570
Law Library Advisory Committee	3.542
Legislative Committee	3.515(4)
Mandated Special Committees/ Boards	3.554-562
Metropolitan Wastewater	
Management Commission	3.572
Metropolitan Wastewater Service District	3.560
Multi-jurisdictional Committees	3.566-572
Non-mandated Committees	3.538-552
Other Appointed Committees	3.660-700
Parks Advisory Committee	3.544
Planning Commission	3.510
Policy and Procedures Committee	3.515(5)
Public Safety Coordinating Council	3.522
Resource Recovery Advisory Committee	3.546
Roads Advisory Committee	3.548
Rules	2.025
Rural Community Improvement Council	3.549
Southern Willamette Private industry Council, see SOUTHERN WILLAMETTE PRIVATE INDUSTRY COUNCIL	
Standing Committees	3.515
Task Force	3.507
Technology Management Team, (TMT)	3.515(6)
Tourism Council	3.550
Vegetation Management	
Advisory Committee	3.552
Watershed Council	3.508

Lane Manual

BONDS,  
 Bid and performance securities 21.115  
 Fees, pollution control and revenue 60.817  
 Industrial revenue bonds 60.615-625  
 Performance agreements 15.850-865  
 Revenue 60.817

BUDGET COMMITTEE 3.556

BUDGET, COUNTY, Policy 2.900

BUILDING APPEALS AND  
 ADVISORY BOARD 3.520, 11.905-925

BUILDING AND BUILDINGS,  
 Appeals 11.905-925  
 Building Appeals and Advisory Board,  
     advisory functions 11.925  
     appeal procedures 11.920  
     membership 11.910  
     purpose 11.905  
     terms of appointment 11.915  
 Construction, valuation of 60.855(1)  
 County-owned, demolition 2.825  
 Demolition 2.825  
 Fees 60.855  
 Flood hazard studies 11.020  
 Historic structures and sites 11.030  
 Lakes and streams 11.005  
 Sensitive bird habitats 11.400  
 Sewer installation standards 12.425  
 see also ZONING

BUILDINGS, see COUNTY LANDS AND BUILDINGS

BURIAL OF INDIGENTS, see INDIGENTS,  
 STRANGERS, DESTITUTE PERSONS

BUSINESSES,  
 Golf courses, open space tax deferrals 12.235(2)  
 Quarry and mine extraction, see  
     QUARRY AND MINE EXTRACTION  
 Vending machines, County 2.840  
 Vendors, interference with County business 2.850  
 see also ALCOHOLIC LIQUOR LICENSES;  
 LICENSES; PERMITS; WRECKING YARD LICENSES

CHARITABLE CONTRIBUTIONS  
 PAYROLL DEDUCTIONS PROGRAM 2.374

CHARTER, for Community organizations 3.513(2)

CHILDREN AND FAMILIES, DEPARTMENT OF,  
 Definitions 3.140  
 Director 3.142  
 Functions 3.144

CIRCUIT COURT,  
 Law library fees 60.865

CODE, LANE COUNTY,  
 Amendments,  
     enactment of ordinance 2.075  
     general requirements, changes 2.060  
     initiation and drafting 2.065  
     internet/intranet 2.082  
     miscellaneous requirements 2.085  
     processing 2.070  
     transmittal instruction sheet 2.080  
 Distribution; price 2.090

COMMISSIONERS, COUNTY BOARD OF,  
 Chair 3.831  
 Election transition policy 2.386  
 15-Minute Rule 2.007  
 Functions 3.012  
 Journals 2.020  
 Land use hearings 3.900-935  
 Letterhead stationery, policy for use 3.007  
 Meetings 3.005  
 Office,  
     definition 3.010  
     operation 3.014  
 Officers and employees, relationship with 2.006  
 Operation 3.014  
 Orders, interpretation of 2.015  
 Rules 2.010(4)(a), 3.005  
 Variance appeal procedures 10.050-055

COMMITTEES, see BOARDS, COMMISSIONS, AND  
 COMMITTEES; individual committees such as  
 ECONOMIC DEVELOPMENT COMMITTEE,  
 FINANCE AND AUDIT COMMITTEE, etc.

COMMUNICABLE DISEASE, Policy 9.005

-C-

Lane Manual

		limitations	12.245
COMMUNITY ACTION ADVISORY		ORS 308.740-.790	12.210
COMMITTEE	3.530	procedure	12.215
		withdrawal	12.220
COMMUNITY DEVELOPMENT ROAD IMPROVEMENT		Partition of unzoned land,	
ASSISTANCE PROGRAM, see STREETS,		applications	12.505-525
Community Development Road Improvement		Santa Clara Plan Community	
Assistance Program		Shopping District	12.020
COMMUNITY HEALTH ADVISORY		Sewer and water system,	
COMMITTEE	3.538	extensions	12.415
		policy	12.410
		uniform standards	12.425
COMMUNITY MENTAL HEALTH		Subdivisions of unzoned	
ADVISORY COMMITTEE	3.524	land, applications	12.505-525
		Unzoned area development permits	12.505-525
COMMUNITY ORGANIZATION PROGRAM,		Zoning policy	12.005
Charter	3.513(2)	see also ZONING	
Municipal community organizations	3.514		
Recognition	3.513(1)	CONSTRUCTION,	
Responsibilities,		Building, valuation of	Exhibit "A" to
county	3.513(4)		Chapter 60(60.855)
organizational	3.513(3)	see also BUILDING AND BUILDINGS	
COMMUNITY SERVICE OFFICERS	60.605	CONTRACT REVIEW BOARD	
COMPUTER RESOURCES/ INFORMATION TECHNOLOGY POLICY	4.200-220	Authority and purpose	20.085
COMPREHENSIVE PLAN,		Construction and interpretation	20.091
Amendments procedure,		Definitions	20.095
applications	12.110	Exemptions	
guidelines	12.115	as circumstances arise	20.255-265
hearing	12.120	bid security and performance bond	20.270
Commercial areas	12.420	by topic	20.155-207
Cottage Grove Area Comprehensive Plan	12.015	county administrative services	20.235-250
Eugene-Springfield Metropolitan		general	20.100-140
Area 1990 General Plan	12.010	specifying brand name	20.210-230
Intergovernmental agreements	12.100	Findings	20.090
New Development Center, amendments,		CONTRACTS,	
applications	12.130	Amendments	21.127, 21.147
decisions	12.140	Bids,	21.105(5)
hearings	12.135	advertisements	21.105(3)
policy	12.125	authority to award	21.105(11)
Open space tax deferrals,		bid security	21.106(1)
applications	12.230, 12.240	competitive	21.105
definition	12.205	evaluation	21.105(8)
guidelines for review	12.240	mistakes	21.105(9)
land types	12.235	opening	21.105(7)
Lane County policy	12.225	notice of intent to award	12.105(12)
		performance securities	21.106(2)
		proposals	21.107

Lane Manual

protest of award	21.105(13)	requirements	21.107(2)
protest of specifications	21.105(6)	Requirements contracts	21.120
rejection	21.105(10)	Retainage	21.116
required, when	21.105(1)	Revenue	21.122
securities	21.106(1)	Standard provisions	21.130
Cancellation of award	21.143	Termination	21.149
Competition, policy on	21.100(5)	see also CONTRACT REVIEW BOARD	
Competitive Bidding	21.105		
Cost and Feasibility Analysis	21.104	COST SAVINGS PROGRAM, LANE COUNTY, see	
County Administrator	21.145-149	SAVE (Savings Are Valuable to Employees)	
Cancellation of award	21.143		
Definitions	21.100(3,4)	COTTAGE GROVE AREA	
Delegation of authority	21.145-149	COMPREHENSIVE PLAN	12.015
Delegations	21.105(4)		
Emergency	21.128	COUNCIL OF GOVERNMENTS, see LANE	
Execution	21.100(6), 21.145	COUNCIL OF GOVERNMENTS (LCOG)	
Exemption for bids/RFPs	21.135		
Exhaustion of remedies	21.11B	COUNTY ADMINISTRATOR, see ADMINISTRATOR,	
Fair Board	21.139	OFFICE OF	
Generally	21.100		
Goods, material and services	21.113	COUNTY COUNSEL, see LEGAL COUNSEL,	
Grants		OFFICE OF	
applications	21.137		
definition	21.126	COUNTY DEPARTMENT DIRECTORS	3.020
Intergovernmental agreements	21.124		
Letters of interest	21.108	COUNTY DEPARTMENTS	3.030-160
Maintenance and repair	21.114		
On-site construction change order	21.141	COUNTY FACILITIES,	
Performance agreements,		Use of	
application and review	15.855; 15.860	Disposal Sites,	
purpose	15.850	Hardship Exception	60.030
renewal	15.865	Summer Hours	60.025
Personal or professional services	21.117	Winter Hours	60.026
contractor, selection of	21.118	Historical Museum	60.015
Public improvement	21.115	Law Library	60.010
Purchase orders	21.129		
Purchasing procedures	3.084(2)	COUNTY LANDS AND BUILDINGS,	
Real property	21.400-440	Information booth	2.860
Requests for proposals,		Free speech rack	2.870
advertisements and proposals	21.107(4)	Parking, public	2.805
authority to award	21.107(15)	Structure, demolition of	2.825
bid performance/security	21.107(7)	Vending machine operations	2.840
delegations	21.107(5)	Vendors and solicitors	2.850
description	21.107(1)		
evaluation	21.107(8)	COUNTY SERVICES,	
methods of selection	21.107(9)	Use of	
opening	21.107(7)	Community Service Officers	60.605
protests of award	21.107(14)	State Economic Development,	
rejection	21.107(12)	Application Process	60.625

Lane Manual

County Role	60.620
Request	60.615
COURTHOUSE, After hours access	2.360
COURTS,	
Law library fees	60.865
see also JUSTICE COURTS; JUVENILE COURT	

**-D-**

DEBT POLICIES	4.025-4.030
DEDICATIONS see ROADS, Dedications	
DEFINITIONS, see APPENDIX A following this index	
DEPARTMENT DIRECTORS	3.020
DEPARTMENTS, COUNTY	3.030-160
Rules	2.020
see also individual departments, such as LEGAL COUNSEL, OFFICE OF; PUBLIC SAFETY; etc.	
DISASTERS, see EMERGENCY OPERATIONS PLAN	
DISPOSAL SITES,	
Fees,	
charitable recycling organizations,	
discount for	60.875(9)
covering/securing loads, discount for	60.875(7)
out-of-county wastes	60.875(4)
other fees	60.875(3)
recycling, discount for	60.875(6)
recycling, residential depot service	60.875(10)
recycling, electronic equipment	60.875(2)(m)
residential, commercial and industrial waste	60.875(1)
seniors, discount for	60.875(8)
specific waste	60.875(2)
waiver of	60.875(5)
white goods	60.875(2)(g)
Hours,	
exceptions	60.030
summer	60.025
winter	60.026
Right to reject wastes	60.875(11)

DISTRICT ATTORNEY,	
Election transition policy	2.386
Medical Examiner Fees	60.841
DIVERSITY POLICY	2.390
DRUG FREE WORK PLACE POLICY	2.380
DUNES, see SAND STABILIZATION PLAN	

**-E-**

ECONOMIC DEVELOPMENT COMMITTEE	3.515(1)
ELECTED OFFICIAL COMPENSATION BOARD, LANE COUNTY	3.600
ELECTED OFFICIALS' TRANSITION POLICY	2.386
EMERGENCY, Declaration of	54.045
EMERGENCY CONTRACTS	21.128
EMERGENCY OPERATIONS PLAN,	
Authority and References	54.015
Concepts of operations, general	54.030
Emergency Declaration	54.020
Emergency Management Organization	54.010
Emergency Operations Center	54.025
Hazard analysis	54.040
General Information	54.005
EMPLOYEE ASSISTANCE PROGRAM	2.378
EMPLOYEES, COUNTY,	
Aircraft operation	2.505; 2.510
Automobiles, use on County business	2.550
Cost savings program, see SAVE (Suggestions Are Valuable to Employees)	
Definitions	2.395
Diversity policy	2.390
Drug free work place policy	2.380
Elected officials' transition policy	2.386
Employee Assistance Program	2.378
Health and life insurance	2.300
Political activities	2.365
Representation,	



Lane Manual

Wrecking yard certificates	16.230	definitions	2.625(7)(a)
Zoning	60.851(5)	Vehicle assignments,	
		centralized fleet	2.635(3)
FENCING, Quarry and mine extraction	10.040(4)	departmental pool	2.635(2)
		permanent	2.635(1)
FINANCE AND AUDIT COMMITTEE	3.515(2)	temporary	2.635(4)
		Vehicle pool	2.625(4)
FINANCIAL MANAGEMENT, Policies	4.005-012	Vehicles,	
		accidents	2.625(6)
FIRE SERVICES,		new	2.630(1)
Emergency Operations Plan,		operators	2.625(3)
assignment	54.035(2)	usage	2.625(2)
		Vehicular Review Committee	2.620(2-4)
FIREARMS,		see also VEHICLES	
Concealed handgun licenses	16.800-830	Youth Services	60.880
Disposition by sheriff	60.405(5)		
Fees	16.830	FLOOD PLAINS, Open space tax deferrals	12.235(1)
FIREWISE INCENTIVES PROGRAM		FREE SPEECH RACK	2.870
Appeals	4.315		
Authority to Access Properties	4.320		
Conflicts of Interest	4.325		
Eligibility Determination	4.310		
Financial Incentives	4.305		
Purpose	4.300		
FIREWORKS,			
Authority	16.410	GOLF COURSES,	
Definitions	16.400	Open space tax deferrals	12.235(2)
Permits,			
application, investigation,		GUNS see FIREARMS	
approval, appeal	16.420		
fees	16.430		
FLEET SERVICES,			
Administration	2.605	HABITATS,	
Automobile allowance, monthly	2.636	Open space tax deferrals	12.235(6)
Credit cards	2.640	Sensitive bird	11.400
Equipment	2.630(2,3)		
Manager, duties and responsibilities	2.620(1,2)	HEALTH DIVISION, LANE COUNTY,	
Mileage rates	2.625(5)	Fees	60.840
Mileage reimbursement	2.637		
Rules,		HEALTH AND HUMAN SERVICES, DEPARTMENT OF,	
purpose of	2.610	Definitions	3.090
responsibility for employee compliance	2.615	Director	3.092
Uninsured Motorists,		Fees	60.840
claims procedure	2.625(7)(c)	Functions	3.094
coverage	2.625(7)(b)		



Lane Manual

Scope	2.187	LANE COUNCIL OF GOVERNMENTS (LCOG), Membership	65.115
INVESTMENT POLICIES	4.020	Policy	65.105
		Purpose	65.110
<b>-J-</b>		LANE COUNTY ADMINISTRATIVE PROCEDURES MANUAL	2.095
JOB TRAINING PARTNERSHIP ACT OF 1982, see WORKFORCE PARTNERSHIP		LANE COUNTY BOARD OF COMMISSIONERS, see COMMISSIONERS, COUNTY BOARD OF	
JUSTICE COURTS,		LANE COUNTY CHARITABLE CONTRIBUTIONS PAYROLL DEDUCTIONS PROGRAM	2.374
Authority	64.200		
District voting boundaries	64.205		
Jurisdiction,		LANE COUNTY CODE see CODE, LANE COUNTY	
civil	64.215		
criminal	64.210	LANE COUNTY EMPLOYEE ASSISTANCE PROGRAM	2.378
small claims	64.220		
JUVENILE COURT AND JUVENILE DEPARTMENT,		LANE COUNTY FAIR BOARD	3.160, 3.558
Authority	64.300		
Court jurisdiction	64.305	LANE COUNTY HISTORIC RESOURCES COMMITTEE	3.528
Department	64.310		
Detention	64.315		
see also YOUTH SERVICES, DEPARTMENT OF		LANE COUNTY HISTORICAL MUSEUM see HISTORICAL MUSEUM, LANE COUNTY	
JUVENILE JUSTICE CENTER	64.315		
		LANE COUNTY LIBRARY ADVISORY COMMITTEE	3.532
<b>-K-</b>			
		LANE COUNTY LOGO see LOGO, LANE COUNTY	
<b>-L-</b>			
LAKES, RIVERS AND STREAMS,		LANE COUNTY MANUAL, see MANUAL, LANE COUNTY	
Building site access	11.005		
Open space tax deferrals	12.235(4,5)	LANE COUNTY PEACE OFFICERS' ASSOCIATION, INC.	2.412
LAND USE AND DEVELOPMENT CODE,			
Fees	60.851	LANE COUNTY PROSECUTING ATTORNEYS' ASSOCIATION	2.414
LAND USE HEARINGS,		LANE COUNTY PUBLIC WORKS ASSOCIATION, LOCAL 626	2.418
Burden of proof	3.920		
Conduct, hearing	3.905		
Presiding officer, responsibilities	3.910	LANE COUNTY SAFETY PROGRAM	2.430
Procedural rules	3.915; 3.930; 3.935		
Record of proceedings	3.925	LANE COUNTY TOURISM COUNCIL	3.550
Scheduling	3.900		

Lane Manual

LAW ENFORCEMENT,		Water supply systems contractor	9.115-130
General	65.005	Wrecking yard certificates	16.200-230
Intercounty cooperation,		LOG AND TIMBER EXPORT REGULATIONS	21.440
cost and expenses, payment of	65.010-020		
Prisoners, transport of	65.025	LOGO, LANE COUNTY,	
LAW LIBRARY,		Alterations	2.765
Access and hours	60.010	Appearance	2.715
Advisory committee	3.542	Decals	2.735
Fees	60.865	Design authorization	2.710
LEGAL COUNSEL, OFFICE OF,		Design, format and color	2.720
Accident Prevention Division (APD)		Highway, road, building, park	2.745
citations, appeal and settlement	61.060(4)	Miscellaneous	2.750
Emergency Operations Plan,		Pamphlets and brochures	2.730
assignment	54.035(11)	Policy	2.700
Claims and litigation, recovery of		Policy Exceptions	2.701
moneys owed	61.060(5)	Reports; documents; printed forms	2.725
settlement	61.050; 61.060(1)	Uniform patches	2.740
workers' compensation	61.060(3)	Updating	2.760
Conflicts of interest	61.040(1)	Use,	
County Counsel	3.062	restrictions on	2.705
Definitions	3.060	transitional period	2.755
Executive session minutes and tapes,			
review of, inspection requests	2.166		
Functions	3.064		
Grievances and appeals, settlement of	61.060(2)		
Lane Code amendments,			
review of	2.065; 2.070		
transmittal instruction sheet, preparation	2.080		
Lane Manual amendments,			
review of	2.030		
see also LEGAL SERVICES			
LEGAL SERVICES,			
Civil matters	61.030		
Consumer problems	61.025		
Policy	61.005-010		
Private attorneys, employment			
by County	61.040		
Questions or complaints	61.015-020		
see also LEGAL COUNSEL, OFFICE OF			
LEGISLATIVE COMMITTEE	3.515(4)		
LETTERHEAD, STATIONARY	3.007		
LICENSES,			
Alcoholic liquor	16.100-130		

-M-

Lane Manual

MEETINGS, PUBLIC, Smoking	60.905	Signature; enactment	3.005(11)
METROPOLITAN WASTEWATER MANAGEMENT COMMISSION	3.572	ORDINANCES, Amendments to Lane Code	2.060-095
METROPOLITAN WASTEWATER SERVICE DISTRICT	3.560	Definition	2.005
		Journal of	2.020(1)
		Numbering system	2.010(1)
MINUTES, journal of	2.020(4)	OREGON NURSES' ASSOCIATION	2.416
MUNICIPAL COMMUNITY ORGANIZATIONS	3.514		
see also COMMUNITY ORGANIZATION PROGRAM			
		<b>-P-</b>	
		PARKING, Public, County policy	2.805
		<b>-N-</b>	
NOTARIES PUBLIC	2.372	PARKS, Admissions	18.115
		Advisory committee	3.544
NOTICES,		Campgrounds	18.130
Alcoholic liquor license hearing	16.120(4)	Closure	18.105
Contested cases, hearings	9.210	Definitions	18.005
Fireworks permit hearing	16.410(3)	Emergency rules	18.105
Land use applications, public notice requirements	10.035	Fees	18.110,115
Rezoning, public notice requirements	10.035	Gifts and donations	18.145
Suspension or nonrenewal of license	9.220	Hours of operation	18.100
Variance decisions, appeals	10.050	Moorage regulations	18.125
Wells, intent to construct	9.132	Open space tax deferral	12.235(9)
Wrecking yard certificate hearing	16.220(4)	Picnic areas, group reservations	18.120
Zoning permits, public notice requirements	10.035	Resident camping (Camp Lane)	18.135
see also HEARINGS		Roads, acceptance into County road system	15.260
		Season	18.100
		Special use permits	18.140
		<b>-O-</b>	
OFFENSES, Post Limits of Use	6.005	PARKS ADVISORY COMMITTEE	3.544
OPEN SPACE TAX DEFERRALS, see COMPREHENSIVE PLAN, Open space tax deferrals		PERFORMANCE AGREEMENTS, see CONTRACTS, performance agreements	
ORDERS AND RESOLUTIONS, Amendments to Lane Manual	2.035; 2.045	PERFORMANCE AUDITOR, Appointment	3.072(1)
Continuation of existing	1.015	Definitions	3.070
Definition	2.005	Functions	3.074
Failure to comply	2.055	Supervision; evaluation	3.072(3,4)
Interpretation	2.015		
Journal of orders	2.020(2)	PERMITS, Building	10.020(3)
Numbering system	2.010(2,3)	Concealed handgun	16.800-830
Repeal, effect of	1.020		

Lane Manual

Fireworks	16.400-430	Recruitment; testing;	
Special transportation	60.877	appointment; probation	2.240
Unzoned area development	12.505-525	Resignations	2.275(2)
Water supply systems, construction		Retirement	2.295
and installation	9.135-145	Salary range adjustments	2.235(3)
see also LICENSES		Salary rates	2.235
PERSONNEL RULES,		Sexual harassment policy	2.382
Accident and disability payments	2.370	Travel expense reimbursement	2.376
Administration	2.220(2)	Unclassified Service	2.190, 2.191
After hours access to courthouse	2.360	relation to classified service	2.190(3)
Appeal procedures	2.280	Unemployment compensation	2.275(3)
Application	2.220(4)	Variations	2.220(3)
Attendance	2.265	Working out of class	2.235(7)
Bumping	2.275(1)(e)	Workplace violence policy	2.384
Charitable Contribution	2.374	see also EMPLOYEES, COUNTY; HUMAN	
Classification plan, amendments	2.230(1)	RESOURCES AND MANAGEMENT SERVICES	
Compensation plan	2.235	PLANNING COMMISSION,	
Definitions	2.225	Board of Commissioners, referrals from	3.510(4)
Delegation	2.190(2)	Duties and functions	3.510(1)
Drug free work place policy	2.380	General procedures	3.510(3)
Elected Officials' Transition Policy	2.386	Membership	3.510(2)
Employee Assistance program	2.378	Vacancies	3.510(5)
Employee information, release of	2.355	POLICY AND PROCEDURES COMMITTEE	3.515(5)
Furlough	2.275(1)(d)	PRIVATE ATTORNEYS, employment of	61.040(6)
Health and life insurance	2.300	PROPERTY,	
Holidays	2.265(2)	Deaccessioned Museum Property	60.410
Job classifications,		Disposition of property of deceased	
new	2.230(2)(a)	persons	62.024
reclassification	2.230(2)(b)	Instrument fee	60.814
Unclassified Service	2.190, 2.191	Real, see REAL PROPERTY	
Job description	2.230(3,4)	Surplus, disposal of	60.405
Layoffs	2.275(1)	Tax-foreclosed, donation of	21.430
Leaves of absence	2.270	Unclaimed personal property,	
Merit increases	2.235(1)(c),(2)	disposal of	60.405
Moving expenses, reimbursement	2.350	seizures and sales fees	60.839(9)
Notaries public	2.372	PROSECUTING ATTORNEYS'	
Outside employment	2.305	ASSOCIATION, LANE COUNTY	2.414
Overtime	2.235(6)	PUBLIC CONTRACTS, see CONTRACTS	
Payroll certification	2.290	PUBLIC HEALTH, see ENVIRONMENT AND HEALTH	
Personnel files	2.355	PUBLIC MEETINGS, Smoking	60.905
Physical examinations	2.250		
Political activities	2.365		
Purpose	2.220(1), 2.190(1)		
Recall	2.275(1)(c)		
Records and reports,			
division attendance record	2.285(1)		
reports to Human Resource Director	2.285(3)		
roster of employees	2.285(2)		



Lane Manual

Purpose	2.440	deed preparation	15.145
Reporting Requirement	2.445	purpose	15.115
REFUSE see DISPOSAL SITES; SEWAGE FACILITIES		recording and filing	15.155
REPORTS,		review and action, required	15.120
Audit	3.074(6,7)	Drainage	15.515
Site investigation	10.060	Fees	60.851
RESOLUTIONS see ORDERS AND RESOLUTIONS		Five-Year Capital Improvement Program	15.575
RESOURCE RECOVERY ADVISORY COMMITTEE	3.546	Gates, fences, cattle guards	15.510
RISK MANAGEMENT	3.104(2)	General	15.001, 15.405
ROAD FUND REAL PROPERTY ASSETS	4.050-070	Illumination	15.525
ROADS,		Improvements,	
Acceptance of dedicated public roads,		assessments	15.580(7)
application,		citizen input	15.580
appeal of decision	15.230-250	Five-Year Capital Improvement Program	15.575
petition form	15.215	hearings	15.580
report of findings	15.225-230	stakeholder group	15.580(2)
authority	15.205	Mailboxes	15.540
guidelines for acceptance	15.213	Minimum standards,	
purpose	15.210	residential divisions	15.455
standards,		rural residential divisions	15.460
review of	15.220	urban-residential divisions	15.450
right-of-way less than 60 feet	15.222	Naming and renaming, application	15.020-025
Acceptance of park roads	15.260	authority	15.005
Access policies,		completion	15.035
criteria	15.410	policy	15.010
purpose	15.405	review and action by Board	15.015; 15.030
Advisory committee	3.548	Performance agreements	15.850-865
Bikeways and Sidewalks	15.530	Public, definition	15.110
Community Development Road Improvement Assistance Program	15.800-826	Right-of-way policies, purpose	15.505
Dedications,		Signs, directional, tourist-oriented	15.900-930
applications,		Trees, removal of	15.545;15.550
processing by Land Management Division	15.130	Vacation procedures	15.300-305
required	15.125	see also STREETS	
review and action by Planning Commission	15.140	ROADS ADVISORY COMMITTEE	3.595
review and action by Planning Division	15.135	ROCK FESTIVALS, Law enforcement	65.005-025
review by Board	15.150	RULES,	
authority	15.105	Commissioners, County Board of	2.010(4)(a)
		Definition	2.005
		Departments, commissions, committees, etc.	2.010(4)(b); 2.025
		Hearings	9.200-.255
		Personnel see PERSONNEL RULES	
		RURAL COMMUNITY IMPROVEMENT COUNCIL	3.549

Lane Manual

-S-		see also DISPOSAL SITES	
SAFETY PROGRAM, LANE COUNTY	2.430	SEWER AND WATER SYSTEMS,	
		Extensions	12.415
SAND STABILIZATION PLAN,		Policy	12.410
Methods and standards,		Standards	12.425
construction phase stabilization	10.056(2)(a)	SEXUAL HARASSMENT POLICY	2.382
maintenance	10.056(2)(c)	SHERIFF,	
replanting phase	10.056(2)(b)	Community Service Officers	60.605
Purpose	10.056(1)	Election transition policy	2.386
SANTA CLARA PLAN COMMUNITY		SIDEWALKS, Unincorporated areas	15.535
SHOPPING DISTRICT	12.020	SIGNS,	
SAVE (SAVINGS ARE VALUABLE TO EMPLOYEES),		Directional, tourist- oriented,	
Administration	2.450	applications	15.925
Committee,		authority	15.900
decisions	2.455(9)	definitions	15.910
operating procedures	2.453	eligibility	15.920
organization	2.451	purpose	15.905; 15.915
Noncash awards	2.455(6)	standards	15.930
Preferential hiring status	2.455(9)	SMALL CLAIMS DEPARTMENT	64.220
Rules	2.455	SMOKING, at Public meetings	60.905
Savings proposals,		SOLID WASTE, Disposal, see DISPOSAL SITES	
deadline for submission	2.455(4)	STATIONARY, LETTERHEAD	3.007
eligibility	2.455(2)(3)	STREETS,	
evaluation	2.455(5)	Community Development Road Improvement	
form	2.455(2)	Assistance Program,	
nonadopted proposals	2.455(7)	application	15.810
SETBACKS, Quarry and mine extraction	10.040(1)	authority	15.805
SAVIT (SAVINGS ARE VALUABLE TO INDIVIDUAL		definitions	15.808
TAXPAYERS)		eligibility	15.810
Administration	2.470	eligible program costs, funding	15.815(3)
Committee,		guidelines and selection criteria	15.826
operating procedures	2.473	Exhibit A	
organization	2.471	project implementation	15.825
sunsetting	2.478	purpose	15.800
Rules	2.474	selection criteria	15.820
Savings proposals,		waiver of regulations	15.826
eligibility	2.474(1)	see also ROADS	
form	2.474(2)		
nonadopted proposals	2.474(3)		
Staffing	2.472		
SEWAGE FACILITIES,			
Management regulations	9.800-805		





Lane Manual

APPENDIX  
DEFINITIONS

	<b>-A-</b>		County park	18.005
			County Road	15.205
Accountability		1.012	County service	2.225
Action plan		1.012	County timber	21.440(2)
And, Or		1.010	County timber sale contract	21.440(2)
Applicant		15.910	Critical objective	1.012
Appointing authority		2:225	Critical performance area	1.012
Appointment		2.225	Cultural diversity	2.395
Approval, approved		9.110	Cultural feature	15.910
Assignment		2.225	Cultural sensitivity	2.395
Authority		1.012	Custodian of records	2.160
	<b>-B-</b>			
Behavior		2.191	Dam Failure	54.040
Benefits		2.191	Dawn	18.005
Bid		20.095	Demotion	2.225
Board	1.010; 2.225; 16.100; 20.095, 21.100(3)		Department	1.010; 3.030; 3.040; 3.060; 3.080; 3.090; 3.100; 3.110; 3.120; 3.140; 3.150; 9.110; 15.002
	<b>-C-</b>		Directional information	15.910
Capital Interfund Loan		4.040	Director	3.030; 3.040; 3.080; 3.090; 3.102; 3.110; 3.120; 3.140; 3.150; 9.110; 9.205; 15.002; 16.200; 16.400; 16.500; 16.800
Certificate		16.200	Distribution system	9.110
Certified copy		2.160	Diversity	2.395
Chairman		1.010	Division	1.010
Change order		20.095	Duration	2.191
Charter		1.010	Dusk	18.005
City		1.010		
Classification plan		2.225		
Code		1.010	<b>-E-</b>	
Commission		1.010	Earthquake	54.040
Community organization		3.505(5)(a)	Economic development	4.105
Community Water Supply Systems		9.110	Elective Officers of the County	2.191
Competitive bidding and quotes	20.095, 21.100(3)		Employee	1.010
Contested case		9.205	Employee status	2.225
Control		1.012	Enemy Attack	54.040
Copy		2.160	Enforcement officer	5.010
Cost		20.095	Exempt employee	2.225
County		9.205; 20.095	Exempt records	2.160
County counsel		3.060	Export	21.440(2)
County lands		21.440(2)		

Lane Manual

Extra Help Employees	2.191		
Extra work	20.095	Lane Code	2.225
		Lane County Planning Commission	1.010
		Layoff	2.225
		LC	1.010
		LCRB	20.095
Fair Board	3.160 (Exhibit "A")	License	16.100; 16.500; 16.800
Fairgrounds	3.160 (Exhibit "A")	LM	1.010
Fairgrounds director	3.160 (Exhibit "A")	Lowest responsible bidder	21.100(3)
Fees	2.160	Low-income family	21.430(2)
15-Minute Rule	2.007		
Flood	54.040		
Full Time	2.225		
			<b>-M-</b>
		Mandated committee	3.505(5)(b)
		Mandated special committee/board	3.505(5)(c)
		May	1.010
Gender	1.010	Members of County Boards and Commissions	2.191
Grants	21.126	Merit increase	2.225
		Multi-jurisdictional committee	3.505(5)(d)
		Municipal corporation	21.430(2)
		Municipality or municipalities	15.808
			<b>-H-</b>
Hazardous Materials Spillage	54.040		
Heads of County Departments	2.191		
Historical feature	15.910		
			<b>-N-</b>
		Nonexempt employee	2.225
		Nonmandated committee	3.505(5)(e)
		Nonprofit corporation	21.430(2)
		Non-Public Improvement Contract	20.095, 21.101(e)
		Number	1.010
			<b>-I-</b>
Identity theft, policy regarding	2.183		
Independent contractors	2.191		
Individual water system	9.110		
Invitation to bid	20.095		
			<b>-O-</b>
		Office	1.010; 3.010; 3.060; 3.130
		Officer	1.010
		Official time	1.010
		Open space	12.205
Job description	2.225	Operating Interfund Loan	4.040
Joint authority	1.010	Or, and	1.010
Joint employees	2.191	Orders	2.005
		Ordinances	2.005
		ORS	1.010
		Owner	15.910
			<b>-P-</b>
			<b>-L-</b>

Lane Manual

Parks manager	18.005	Requirements contract	20.095
Part time	2.191, 2.225	Responsible person	5.010
Payroll officer	2.225	Retainage	21.100(3)
Performance auditing	3.070	Rules	2.005
Performance bond	21.440(2)		
Permanent	2.225		
Permit	16.400	<b>-S-</b>	
Person	1.010; 9.110; 21.440(2)		
Personal property	1.010; 20.095	Salaried employee	2.225
Personal service agreement	20.095	Salary range	2.225
Personal services contract	21.100(3)	Seasonal	2.225
Personnel action	2.225	Service	9.110; 20.095
Plan	1.012	Service contract	20.095
Planning commission	1.010	Severe Winter Storm	54.040
Planning department	1.010	Sexual orientation	2.395
Planning director	1.010	Shall, will, may	1.010
Policy	1.012	Sheriff	16.100
Position	1.012; 2.225	Source	9.110
Post consumer	2.441	Specific objective	1.012
Probationary period	2.225	Standard	1.012
Procedure	1.012	Standing committee	3.505(5)(f)
Professional Employees	2.191	State	1.010
Program	1.012		
Project	20.095		
Promotion	2.225	<b>-T-</b>	
Property	1.010		
Public agency/public contracting agency	20.095	Task force	3.505(5)(g)
Public contract	20.095, 21.100(3,4)	Temporary	2.225
Public health hazard	9.110	Tenses	1.010
Public improvement	21.100(3)	Terrorist	54.040
Public officer	21.100(3)	To	1.010
Public road	15.110	Tourist-oriented business	15.910
Public water supply system	9.110	Tourist-oriented directional sign	15.910
Pump installation contractor	9.110	Transfer	2.225
		Transmission facility	9.110
		Tsunami	54.040
<b>-Q-</b>			
		<b>-U-</b>	
		Unclassified Personnel Service	2.191
		Uncompensated volunteers	2.191
		Unprocessed timber or unprocessed county timber	21.440(2)
		Unskilled Workers	2.191
		<b>-V-</b>	
Real property	1.010		
Reclassification	2.225		
Recycled paper	2.441		
Regulations	5.010		
Repeat or repetitive failure to comply	5.010		
Request for proposal	20.095; 21.100(3)		

Lane Manual

Volcanic	54.040
Voluntary demotion	2.225
Volunteer	2.225

**-W-**

Waste reduction coordinator	2.441
Water supply systems contractor	9.110
Water well contractor	9.110
Watershed Council	3.505(5)(h), 3.508
West Lane Planning Commission	1.010
Will	1.010
Workplace diversity	2.395
Writing	1.010

**-X-**

**-Y-**

**-Z-**