

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 16-06-07-07

IN THE MATTER OF AMENDING
LANE MANUAL CHAPTER 2 TO ADD A FRAUD
PREVENTION POLICY

WHEREAS, the Board of Commissioners has the authority to approve amendments to the Lane Manual; and

WHEREAS, certain changes to Lane Manual Chapter 2 are desired to provide for a Fraud Prevention Policy

NOW, THEREFORE, the Board of County Commissioners of Lane County hereby **ORDERS** that Lane Manual Chapter 2 be amended by removing, substituting, and adding the following sections:

REMOVE THESE SECTIONS

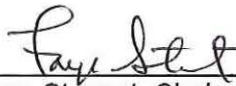
NONE

INSERT THESE SECTIONS

2.385

If any section, subsection, sentence, clause, phrase or portion of this Order is for any reason held invalid or unconstitutional by any court or administrative agency of competent jurisdiction, such portion is deemed a separate, distinct, and independent provision, and such holding does not affect the validity of the remaining portions.

ADOPTED this 7th day of June, 2016.



Faye Stewart, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM

Date

5/25/16

LANE COUNTY OFFICE OF LEGAL COUNSEL



if applicable, union representative. If the incident occurs at the fairgrounds, it should be brought to the attention of the Fairgrounds Director. Management and supervisory personnel shall take prompt, appropriate action when they become aware of any aspect of violence in the workplace. *(Revised by Order No. 98-9-9-9, Effective 9.9.98; 06-11-29-4, 11.29.06)*

2.385 Fraud Prevention Policy

Lane County is committed to protecting its revenue, property, information and other assets. Lane County will not tolerate any misuse or misappropriation of those assets. It is the County's intent to fully investigate any suspected acts of "fraud," as it is defined in this policy, in an impartial manner regardless of the suspected wrongdoer's length of service, position, title or relationship to the County. Any act of fraud that is detected or suspected must be reported immediately and investigated in accordance with procedures specified in the Administrative Procedures Manual. The County will make every reasonable effort, including court ordered restitution, to recover and receive compensation from any appropriate source for County assets obtained by fraud.

This policy applies to all elected and appointed officials, employees, and volunteers of Lane County and to employees of local boards, agencies, committees, and commissions over which Lane County has authority to require general policies to be followed. Nothing in this policy is intended to, or should it be interpreted, as abridging any rights which exist under law, rule or regulation, or applicable collective bargaining agreement. This policy does not operate to waive any right which may not be legally waived.

At its most basic, fraud is the act of using dishonesty as a tool for personal gain. For the purposes of this Policy, the definition includes any misuse or attempt to misuse a County asset for personal gain or purposes unrelated to County business. Examples of fraud include, but are not limited to:

- (1) Stealing or removing County assets;
- (2) Using County equipment, facilities, supplies or funds for purposes unrelated to County business for personal gain; and
- (3) Obtaining County funds or compensation through dishonesty.

Procedures to carry out this policy are further clarified in the Administrative Procedures Manual. Any Administrative Procedures Manual changes related to this policy must be reviewed by the Finance and Audit Committee prior to adoption by the County Administrator.

2.386 Elected Officials' Transition Policy.

The public need requires that newly elected County officials be adequately oriented and prepared in order to achieve an orderly assumption of office. Therefore, the following transition policy shall apply to each newly elected County Commissioner, Sheriff, Assessor and District Attorney:

(1) Orientation. After the election results have been certified, each Department of the County shall present to the newly elected official an overview of the functions of and programs administered by the Department, if so desired by that official. The content of the presentations shall acquaint each newly elected official with the full scope of County operations in an organized fashion. The County Administrator shall coordinate the Department presentations.

(2) Staff Support. During the period between the election and taking office, there shall be provided staff support for each newly elected official as required during the transition period. Such support shall include office space, materials and supplies and clerical assistance as arranged by the County Administrator.

Any employee who believes that he or she has been the target of violence or threats of violence, or has witnessed or otherwise learned of violent conduct by or directed at another employee should bring such incidents to the immediate attention of his or her supervisor, manager, department director, the Director of Human Resources or, if applicable, union representative. If the incident occurs at the fairgrounds, it should be brought to the attention of the Fairgrounds Director. Management and supervisory personnel shall take prompt, appropriate action when they become aware of any aspect of violence in the workplace. *(Revised by Order No. 98-9-9-9, Effective 9.9.98; 06-11-29-4, 11.29.06)*

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