

# CIS Law Enforcement Best Practices Survey

<b>Member:</b>	<b>Date:</b>	<b>Conducted By:</b>
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Contact Information	
Contact Name/Title:	
Contact Name/Title:	
# of Employees:	# of Volunteers:
Present at meeting (names(s)):	

I. RISK MANAGEMENT						
1	General Risk Management	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Designated individual responsible for risk management and safety compliance functions? Who?	Need				
B	Delegated responsibility for internal claims investigation and sending claims to Pinnacle reporting? Who?	Need				
C	Managers held accountable for risk/safety related prevention and mitigation in their performance evaluations? Is safety specifically outlined in performance reviews?	Need				
D	When was the last training for public officials on employment issues or public officials liability?					

2	Recommendation Response	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Timely response to prior loss control/risk management recs?	Need				

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## II. FACILITY

1	Safety	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Fire Alarm	Need				
B	Fire Extinguishers	Need				
C	Sprinklers	Should				
D	Exit markings	Need				
E	Emergency lighting	Should				
F	First-Aid kits available	Need				
G	Bio-hazard kit and disposal available	Need				
H	MSDS sheets posted	Must				
I	Proper storage of hazardous materials	Must				
J	Building evacuation plans posted	Must				
K	Eye wash stations where required	Must				
L	Facilities rating					

2	Security	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Facilities space is wholly dedicated to police function and other city employees can not enter unless authorized	Should				
B	Non-Police visitors have escorts only	Need				
C	Access to LEADS and NCIC data restricted ( <a href="#">OAR 257-015-0060 and 0070</a> )	Must				
D	Sensitive or confidential information not available to unauthorized viewing ( <a href="#">257-015-0070</a> )	Must				
E	Visitors do not pass through critical work space when entering facility	Need				
F	Facility has secure storage for department owned weapons and ammunition	Need				

3	Holding Facility	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	If the agency has a holding facility, it meets the minimum criteria in the Oregon Accreditation Standards	Need				
B	The holding facility is inspected and approved annually as required by statute and administrative rules ( <a href="#">OAR 291-167-</a> )	Must				

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## II. FACILITY continued...

4	Jail	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	The jail is inspected annually and meets the minimum requirements of the Oregon Jail Managers Association	Need				
B	Emergency procedures for fire, riot, hostage taking, environmental contamination, and earthquakes.	Should				
C	Provisions in the event of exceeding capacity	Need				
D	Inmates have access to law library	Must				
E	Adequate medical and mental health services	Must				
F	Appropriate inmate classification procedures	Need				
G	Appropriate inmate and cell search procedures	Must				

5	Evidence	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	The agency has a secure evidence room that has access limited to a designated person(s)	Must				
B	The agency provides an area for the processing of evidence before submittal	Should				
C	Temporary and secure storage of evidence is provided when the evidence technician is unavailable	Need				
D	Explosives, flammables and hazardous materials are not stored within the facility	Must				
E	Firearms are unloaded before being submitted and ammunition is stored separately	Need				
F	The agency provides a receipt for evidence to the person from whom it was seized	Should				
G	An annual audit is conducted of random choice of evidence by supervisor not in the evidence technician's chain of command	Need				
H	Complete audit of evidence whenever there is a change in the evidence technician or chief executive of the agency	Need				
I	Directives require that evidence be submitted to an approved evidence locker by officers prior to the end of their shift	Should				
J	Directives require posting of hazard labels whenever hazardous materials are stored in evidence	Must				
K	Firearms, cash, and controlled substances are each stored in separate, secure locations.	Should				
L	Bio Hazardous evidence storage locations are properly labeled	Must				

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## II. FACILITY continued...

6	Records	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Access to areas containing police records are limited to authorized personnel only ( <a href="#">OAR 257-015-0070</a> )	Must				
B	The agency has a specific directive covering the personal use of and the release and dissemination of all records. (Criminal History, DMV, criminal investigations, personnel, or HIPPA)	Need				

7	Emergency Communications	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	The agency ensures field officers have 24/7 access to emergency communications support	Must				
B	If the agency has a dispatch center, the facility is designed to ensure the security of the center and its operation	Need				
C	The communications facility must have adequate secondary power to continuously support communications with field units	Need				
D						

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## III. VEHICLES

1	Maintenance	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Vehicles are well maintained and regularly inspected to ensure safe operation ( <a href="#">OAR 437-002-0223 (3)(b)</a> )	Must				
B	Malfunctioning or worn-out auxiliary equipment is repaired or replaced as necessary	Need				

2	Equipment	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Patrol service vehicles are equipped with emergency lights, siren, and police radio ( <a href="#">ORS 816.250</a> ; <a href="#">OAR 735-110-0010</a> ; <a href="#">735-110-0050</a> )	Must				
B	Patrol vehicles are equipped with first-aid kits, equipment for protection against blood borne pathogens, blanket, flares and/or traffic cones, fire extinguisher, investigative supplies, traffic safety vests and hazardous material manuals ( <a href="#">OAR 437-002-0128 for reflective vests</a> )	Must				
C	Special use vehicles, such as bicycles, should meet safety and equipment standards established for those vehicles	Need				
D	Any vehicle used for the transportation of a prisoner in the rear seat will have a barrier between the front and rear seats	Need				
E	Vehicles used for patrol are preferably marked and have some form of reflective tape for night time visibility	Should				
F	Vehicles are inspected by the operator at the beginning each day/shift to ensure they meet minimum safety standards ( <a href="#">OAR 437-002-0223 (19)(a)</a> )	Need				

3	Vehicle Liability	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Motor vehicle record checks documented for all drivers at hire and annual rechecks	Need				
B	Periodic safe/defensive driver training offered	Should				
C	Vehicle accident reporting and review procedure in place	Need				
D	Policy on employee use of personal and public vehicles	Need				
E	Use of vehicles out of state? CIS notified?	Should				

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## IV. PERSONNEL

1	Selection	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	For entry level sworn positions, the agency utilizes written examination, oral interviews, thorough background investigation, psychological testing, physical examination, physical agility testing, baseline audiologic test and a drug screening ( <a href="#">OAR 259-008-0010</a> ; <a href="#">259-008-0015</a> ; <a href="#">259-008-0010</a> )	Must				
B	All law enforcement employees serve a minimum of a six month probation	Need				

2	Training	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	The agency complies with all DPSST training requirements in regard to attendance to the basic academy and formal FTEP program ( <a href="#">259-008-0025</a> )	Must				
B	The agency updates records of employees following their participation in training programs	Need				
C	The agency meets DPSST minimum in-service training requirements for all sworn personnel ( <a href="#">OAR 259-008-0065</a> )	Must				
D	Sworn personnel receive annual training, at minimum, in use of force, firearms qualification, hazardous materials, blood borne pathogens, first-aid/CPR, legal updates, defensive tactics, workplace harassment, workplace safety and officer safety (to include fitness for duty) ( <a href="#">OAR 437-002-0100</a> ; <a href="#">437-002-1030</a> ; <a href="#">437-002-0125</a> )	Must				
E	The agency has a directive addressing training for volunteers if used	Need				

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## IV. PERSONNEL continued...

3	Reserves	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	The selection criteria for reserves is the same as that for full-time officers ( <a href="#">ORS 181.640</a> ; <a href="#">OAR 259-008-0010</a> )	Must				
B	The agency requires all sworn reserve officers to complete a recruit academy training program comparable to that required of regular officers prior to any assignment, in any capacity in which the reserve officer is allowed to carry a weapon or is in a position to make an arrest, except as part of a formal field training program	Need				
C	Reserve officers receive the same annual in-service training as regular officers	Need				
D	Reserve officers are equipped the same as regular officers in their uniform and equipment	Need				
E	Reserve officers are provided with liability protection equal to that of regular full time officers	Need				

4	Performance Evaluations	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	A performance evaluation of each employee is conducted and documented at least annually	Should				

5	Officer Equipment	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	All sworn personnel are individually issued protective body armor and directed by policy that they be worn during patrol duty	Must				
B	Sworn personnel are afforded defensive tools such as pepper spray, tazer, baton and others at the discretion of the CEO	Need				
C	All agency personnel are required to utilize occupant safety restraints while in a moving vehicle ( <a href="#">ORS 811.210</a> )	Must				
D	Sworn personnel are provided with and required to use hearing and eye protection devices complying with Oregon OSHA standards while in the vicinity of live fire on the range ( <a href="#">OAR 437-002-0080</a> ; <a href="#">437-002-0095</a> ; <a href="#">437-002-0120</a> )	Must				
E	Every officer in the field has the availability of a portable radio	Must				

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## IV. PERSONNEL continued...

6	Special Operations	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	The agency has policies and procedures governing the activities of special teams such as SWAT, EDU, Hostage Negotiations, Traffic Enforcement, Narcotics investigation, Vice, Street Crimes, Marine, and air operations	Need				
B	Appropriate selection criteria exists and is used when selecting personnel for special teams	Should				
C	Special teams are supervised by personnel with appropriate training and experience	Should				
D	Team members have appropriate training, certifications and equipment	Need				

7	Employment Liability	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Job descriptions match current positions and functions held within the organization? Do they include physical requirements?	Need				
B	Ongoing supervisor training (contracts, ADA, FMLA and other laws)?	Should				
C	Workplace harassment/discrimination training for all personnel	Must				
D	Does new employee orientation include safe work practices (PPE, MSDS, Claims and accident/injury reporting, safety expectations)?	Need				
E	Do you have a progressive discipline police/ Is it consistently followed?	Need				
F	There is a grievance procedure in place for all employees	Should				
G	Knowledge and use CIS pre-loss legal services?	Need				

8	Workplace Substance Abuse	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Written Policy	Need				
B	Supervisory and Employee training	Should				
C	Employee Assistance Program in place and used?	Need				
D	Post-Accident/Incident testing policy in place? Reasonable suspicion?					

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## V. WORKERS' COMPENSATION/SAFETY

1	Safety Committee and Policy	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Do you have management commitment to provide a safe workplace and is it visible and/or verbally communicated to employees?	Must				
B	Monthly safety meetings regularly held?	Need				
C	Safety meeting minutes recorded and posted?	Should				
D	Current safety committee members trained (Hazard ID, Accident Investigation & Gen. Op.)?	Should				
E	Members of both labor and management?	Should				
F	Quarterly worksite inspections completed, documented? Corrective actions documented?	Need				
G	Ergonomic evaluations completed for workstations and other job/tasks?	Should				

2	Employee Safety Training	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Are employees aware of safe work place rules in their own section?	Must				
B	Employee training attendance recorded and kept on file?	Need				
C	Knowledge and Compliance with required OR-OSHA training and written programs?	Must				
D	Personal protective equipment certification & training completed and documented?	Must				

3	Return-to-Work Program	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Written policy in place?	Need				
B	Includes both work and non-work injuries/illnesses?	Need				
C	Are you aware of the programs in the WC program that provide for reimbursement of light duty wages, etc. (Employer at Injury Program)?	Must				

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## V. WORKERS' COMPENSATION/SAFETY continued...

4	Volunteers	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Volunteer resolution adopted declaring what volunteers will be covered by Workers' Compensation?	Must				
B	Job descriptions completed and class codes for wage reporting verified?	Must				
C	Safe work rules and physical requirements?	Must				
D	Volunteer coordinator? Who?	Should				

5	Accident Reporting Procedures	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Key contacts & numbers known for CIS Claims reporting?	Need				
B	Accident/incident procedures documented?	Need				
C	801's completed for work injuries requiring medical treatment or illnesses and faxed to CIS Claims within 48 hours (or ASAP)?	Must				
D	Accident investigation report completed and submitted within 5 work days?	Must				
E	Accident review forwarded to Safety Committee for review? Recommendations made to management on preventing future incidents/accidents?	Need				
F	Aware of OR-OSHA Reporting Requirements - Overnight or longer hospitalization (24 hours) & Fatality (8 hours)	Must				

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## VI. GENERAL ISSUES

1	Policies and Procedures	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	The agency's directives are reviewed and updated annually	Need				
B	Code of Conduct periodically reviewed and updated?	Need				
C	Routine/Emergency/Pursuit Driving policy & practice?	Must				
D	Use of Force policy in place with annual training?	Must				
E	Arrest procedures (including lawful warrants, searches and seizures)?	Need				
F	Domestic violence training annually?	Need				
G	Citizen complaints procedure in place and ALL complaints are documented?	Need				
H	Annual Firing Range Qualification Noise Survey Completed?	Must				
I	Annual physicals/Fit-for duty?	Should				
J	Radio "dead spots" identified and made known?	Need				
K	Response to special/unique events	Should				
L	Enforcement guidelines are provided to all personnel (appropriate use of discretion)	Should				
M	Holding and transporting people in custody	Need				
N	Department directives are distributed to all personnel impacted by the directives	Must				
O	Agency personnel are regularly trained on the contents, intent and application of the directives	Should				

2	Emergency Procedures	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Emergency Operations Plan in place?	Need				
B	Computer Data Systems Back-up?	Should				
C	Emergency Call-Back Plan in place?	Should				

3	Inter-agency relations	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Current mutual agency agreement meeting CIS preferences in place (at least at county level)	Need				
B	Current inter-agency pursuit agreement consistent with CIS preference	Need				
C	Current agreements for all task force participation	Should				

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## VI. GENERAL ISSUES continued...

4	Inmate Labor	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Court mandated workers? How often? Copy of corrections contract?	Need				
B	DOC training for supervisors conducted?	Should				
C	Inmate training on job specific duties & PPE received?	Need				
D	Heavy machinery use restricted?	Need				
E	What jobs are they doing?					
F	Do physical requirements match physical ability?	Need				
G	Juveniles	Must				

5	Auditing	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Process established and followed for review of critical incident	Need				
B	The agency requires a report after every use of force incident	Need				
C	The agency conducts an annual analysis of all use of force incidents for the previous year	Need				
D	The agency requires a report after every vehicular pursuit and conducts a post pursuit review after each incident	Need				
E	The agency conducts an annual analysis of all vehicle pursuits occurring in the previous year	Need				
F	The agency requires an after action report on all hostage/barricaded subject incidents	Need				

## VII. HEALTHY BENEFITS

1	Healthy Benefits	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Current participation in Healthy Benefits program?	Should				
B	Participation percentage greater than 80%?	Should				
C	Work time for Healthy Benefits enrollment & screenings?	Should				
D	Wellness Committee in place?	Should				
E	Have a designated Wellness point person?	Should				
F	Offer additional Workplace Wellness activities?	Should				

## VIII. OTHER

1	Other	Best Practic	Compliance			Comments
			YES	NO	Partial	
A	Have you attended a CIS training recently?*( why if "no")					
B	What was the training topic?					
	Feedback:					
C	Satisfaction with CIS Claims					
	Feedback:					