



Law Enforcement Assessment for



by

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Springfield Police Department Law Enforcement Risk Management Assessment

July 16 and October 8, 2020

Summary:

The law enforcement risk management assessment was conducted over two separate onsite visits with the Springfield Police Department. On July 16, 2020 when the updated Municipal Jail Assessment was conducted, report written by Kirk Sanfilippo, and on October 8, 2020 when the Human Resource Assessment was conducted, report written by Kurt Chapman. This report will focus on patrol operations only and will avoid duplication from Mr. Sanfilippo or Mr. Chapman's reports.

The result of the law enforcement best practice assessment for the Springfield Police Department was excellent as noted below with 100% compliance with our law enforcement questionnaire. For this assessment there were 103 goals, or questions, that were assessed. With that said there are some minor recommendations noted in this report, that are not mandatory for the department. Nor does this report address any recommendations listed in the Municipal Jail or Human Resource Assessments.

Mentioned

Springfield Police Department Chief Rick Lewis

Springfield Police Department Lieutenant – Investigations Tom Rappe'

Springfield Police Department Lieutenant – Patrol George Crolly

Springfield Police Department Lieutenant/Jail Commander Matt Neiwert

CIS Law Enforcement Risk Management Consultant - Kirk Sanfilippo

CIS Public Safety Senior Human Resource Consultant– Kurt Chapman

Springfield Police Department Overview:

Chief Rick Lewis served as acting Chief of Police from July 2016 until he was selected to serve as Springfield's Police Chief effective April 24, 2017. The command team is made up of three lieutenants one for investigations, patrol, and detention.

Chief Rick Lewis was selected to serve as Springfield's Police Chief after an intensive recruitment process in January 2017. Lewis has lived in the Springfield area for more than 30 years. He graduated from Sherwood High School and received an associate degree in Criminal Justice from Lane Community College. He went on to earn his bachelor's degree in Human Resource Management from George Fox University (previously George Fox College). In 2008 he graduated from the FBI National

Academy. He has been a member of the Springfield Police Department since 1982, starting as a reserve police officer before gaining full-time employment in 1983.

During his career, Chief Lewis worked as a patrol officer, detective, and had various other assignments, including working in narcotics and on the Special Weapons and Tactics (SWAT) team. He was promoted to a sergeant in 1999 and captain in 2000. Lewis was the Acting Interim Chief of Police for the City of Springfield from July of 2016 to his appointment date in January 2017.

The Police Chief oversees a department with 123 positions and a total operating budget in FY 2020-21 of \$23,593,826 million. The Springfield Police Department and Municipal Jail, is located at 230 Fourth St., opened on Jan. 29, 2010.

The Springfield Police Department serves the City of Springfield 24 hours a day seven days a week. The population of the city is approximately 63,000 and the City of Eugene, next to Springfield, has a population of approximately 172,000. The City of Springfield, located in Lane County and is approximately 15.75 square miles, including both land and waterways, and is the 9th largest city in Oregon.

In addition to patrol services, the police department has a detective division, School Resource Officers, SWAT, Traffic Enforcement, K-9's, dispatch center, and operates the largest Municipal Jail in the State of Oregon. The agency comprises approximately 123 full-time equivalent (FTEs) employees broken down (approximately) as follows: 68 sworn/certified police & detention staff, 12 dispatchers, and 43 additional civilian support staff positions.

One of the programs that the police department oversees is the Springfield Police Advisory Committee. Chief Lewis staffs this committee himself and indicated this committee meets quarterly unless there is a need to meet more often. The charge of this committee is to be a liaison between the community, the police department, and the city council. The committee focuses on public safety and livability issues within the city, and long-term plans for community services and programs. The committee is made up of nine community members and one city council liaison.

Department Policy:

Springfield Police Department provided CIS staff copies of their policies, which were reviewed. Overall, the policies are up to date and contemporary. Springfield Police Department authors their own policies. During the on-site assessments, we learned that the policies are reviewed and updated about every two years, or earlier based on changes in law or best practices. This format is very similar to commercial policy programs such as Lexipol.

Use of Force and Random Auditing:

The Springfield Police Department has a thorough review process when force is used, and the command staff conducts an annual review and audit when force is used. This is a practice that needs to continue.

We discussed randomly reviewing body camera footage of officers to find events where officers did outstanding work or if an officer conducted him/herself in a manner that needed coaching or counseling. The current collective bargaining agreement does not allow random audits of body camera footage. A recommendation would be to discuss this at the next collective bargaining session.

Safety and Security of Staff & Facility:

The Springfield Police Department is a secure facility both inside and from an exterior review. There is dedicated parking for city owned vehicles and staff vehicle. The police department meets all Oregon OSHA standards and requirements.

Training and Professional Development of Staff:

The Springfield Police Department is current with all their training requirements with DPSST, and in most cases exceeds the necessary training required by DPSST. It should be noted that in the last six months CIS has provided Professional Standard Training, Risk Management and Leadership training to the Springfield Police Department command and supervisory teams, for patrol and corrections.

Please keep in mind our CIS Learning Center that provides a wide range of law enforcement, safety, and leadership training. These courses can be applied to DPSST required training and can assist in staff development plans if needed. Please free to contact any of Public Safety staff and CIS for assistance with the Learning Center or visit: CIS Learning Center (member access to the CIS system can be obtained by emailing learn@cisoregon.org for a login and password).

A short list of course that may be of interest are:

- [Risk Management for Law Enforcement](#)
- [De-Escalation: When & How to Make it Work](#)
- [Priority of Life: A Model for Improving Officer Safety and Reducing Risk](#)
- [Preventing Discrimination and Harassment for Employees](#)
- [A Deeper Look at the ADA: An Advanced Workshop](#)
- [Excited Delirium: 8 Key Law Enforcement Takeaways](#)
- [10 Ways to Lose Police Lawsuits](#)
- [Harassment Claims are Here and Still Coming: Are You Prepared?](#)

Hiring and Promotion:

Please see Kurt Chapmans report.

Leadership, Culture and Risk Management:

This was discussed in other reports. We, CIS, encourage all employees to be risk managers for the organization and for themselves. Provide care, compassion, and empathy to those we serve, this applies to patrol, dispatch, detention, and administration.

We strongly encourage well documented reports from a risk management perspective. Reports should not only detail the elements of the crime or event, but also describe the surrounding, why specific action was taken, why force was needed or not used. The author of the report should have the mindset that any citizen contact can turn into a complaint or potential lawsuit, therefore write the report with a risk management perspective. Keeping in mind that civil litigation can take several years to process, and the report will be there to refresh the officer's memory.

We encourage that our members conduct Professional Standard Investigations on personnel when warranted. This was covered in previous reports please refer to the Municipal Jail Assessment for further detail.

Springfield Police Department Website:

As part of the assessments that CIS conducts, we research the member's website to determine what information is being communicated to the public, and to determine if such information as the mission, values and goals of the agency are listed on the webpage.

The Springfield Police Department has a strong webpage and Chief Lewis, and the command team is listed on the webpage. I would like to note that the command team and several sergeants were apart of all three assessments and Chief Lewis was very open and transparent in all three assessments.

What is not listed is sergeants, officers, and civilian staff. This may be a policy of the city not to list employees on the website except for command staff. Several agencies across the state do list all staff on their website for the public to communicate with. The also may be an issue addressed in the collective bargaining agreement that does not allow listing of staff on the webpage. This is not a recommendation for the city or police department to list all employees on the website, it is only something to consider.

The website lists the mission and values of the department in a very clear, direct, and understandable way.

<https://www.springfield-or.gov/city/police-department/>

Mission Statement:

To serve with honor, uphold the law and protect the community.

VALUES

We, as individuals and as an organization, use these values as guiding principles in our service to the community.

PROFESSIONALISM

Committed to excellence in the performance of our duty.

INTEGRITY

Consistent ethical behavior through honesty, accountability, and high moral beliefs.

COURAGE

Physical and mental strength to overcome all challenges.

HONOR

Respect the noble tradition of Law Enforcement.

"We protect lives and property by enforcing laws and preventing crimes."

Property and Evidence:

The policies of the Springfield Police Department for Property and Evidence meet our best practice recommendations. Property and Evidence staff are properly trained for their positions. One primary recommendation that we make is conducting random audits of the property and evidence room and Springfield Police Department conducts random audits at least quarterly (which is our recommendation) and a full audit is completed when a new Chief of Police is appointed or a change in Property and Evidence Personnel, this has been done and is part of the polity of the department.

Emergency Management:

The City of Springfield and the Police Department has an Emergency Operations Plan and Continuity of Operations. As with any CIS member we recommend review and updates approximately every five-years or earlier if needed. This is a significant project and undertaking it is important in the event of a natural or man-made disaster.

Vehicle and Equipment Maintenance:

The vehicles and equipment for the Springfield Police Department are in good to excellent condition. Reviewing the equipment, the police department does a very good job at maintenance of their equipment.

Employee Safety:

The City of Springfield has Workers' Compensation Coverage with CIS; therefore, Employee Safety was part of this review. The police department met all the recommendations that we asked. The city has an active Safety Committee, which the police department participates in. Safety is important to the city of Springfield. CIS staff has conducted safety and security assessments on city buildings outside the scope of these assessments over the last several years. We applaud the work that the city overall is doing to promote a safe and secure work environment. As part of the claims review process Workers' Compensation should be included.

Best Practices Review

The overall score on the last Best Practices survey (7/16 and 10/8/2020) was 100%.

Additionally, the following unique risks were identified:

No unique risks identified.

Other items to consider:

- Consider listing all staff contacts on the webpage.
- We encourage Administrative Investigation or Professional Standard Investigations, which were covered in the Jail Assessment Report so I will not repeat those recommendations.
- Consider discussing random auditing of body camera footage with the police association during the next collective bargaining session.
- Consider using the CIS Learning System for staff training.
- Review reports from a risk management perspective.
- Continue working with CIS and city staff to identify risks and reduce claims.
- Continue with auditing Use of Force and all high-risk activities.
- Conduct annual claim review with CIS Public Safety Team to determine causation of claims, future avoidance of claims, and any additional risk management techniques that may be needed to include training, policy updates, or equipment needs.

Risk Management Assessment Questionnaire:

All recommendations are being met by the Springfield Police Department or their contract providers.

General Risk Management	By Whom	By When
1) Goal: Having timely response to previous risk management control measures is key to reducing future losses and claims.	Chief Lewis	On-going
Recommendation: <i>Develop and implement a process to ensure timely response to risk management concerns</i>		
Response: <i>The police department has access to dedicated staff to address risk management from the Human Resource Department. The police department also has dedicated staff in the professional standards unit to address risk management as well as the entire command team.</i>		
General Risk Management	By Whom	By When
2) Goal: CIS would like to know who the primary contact is for internal claims investigation allowing for better processing of claims.	Chief Lewis	On-going
Recommendation: <i>Identify an individual assigned to risk management and safety compliance functions</i>		
Response: <i>The police department has identified Chief Lewis, the city attorney, city manager, and the risk manager as the points of contact for claims.</i>		
General Risk Management	By Whom	By When
3) Goal: All managers held accountable for risk and safety related prevention and mitigation in their departments.	Chief Lewis	On-going
Recommendation: <i>Add risk management and safety compliance to all annual performance reviews for managers and supervisors.</i>		
Response: <i>This is part of the performance review process for all employees.</i>		
Facility Safety	By Whom	By When
4) Goal: Oregon OSHA requires that fire alarm(s) be located within public buildings.	Chief Lewis	On-going
Recommendation: <i>Install fire alarms in public buildings.</i>		
Response: <i>The department meets this recommendation.</i>		
Facility Safety	By Whom	By When
5) Goal: Oregon OSHA requires that fire extinguishers be located throughout public buildings.	Chief Lewis	On-going
Recommendation: <i>Provide portable fire extinguishers and mount, locate, and identify them so that they are readily accessible to employees without subjecting the employees to possible injury. These fire extinguishers need to be checked quarterly.</i>		
Response: <i>The department meets the recommendation.</i>		
Facility Safety	By Whom	By When
6) Goal: Oregon OSHA requires that each exit be clearly marked and that these exit signs will illuminate if power to the building is lost.	Chief Lewis	On-going
Recommendation: <i>Ensure that each facility exit is clearly marked and that the sign will illuminate if building power is lost.</i>		
Response: <i>The department meets this recommendation.</i>		
Facility Safety	By Whom	By When
7) Goal: Having a first-aid kit in the building is required by Oregon OSHA	Chief Lewis	On-going
Recommendation: <i>Add an easily identifiable first-aid kit to your facility that is supplied to address the types of injuries that your employees could incur.</i>		
Response: <i>The department meets this recommendation.</i>		
Facility Safety	By Whom	By When
8) Goal: Have an Oregon OSHA required bio-hazard kit available in your facility	Chief Lewis	On-going

Recommendation: Purchase and make available a bio-hazard kit(s) and have in place a process for removal and replacement of used kits

Response: The department meets this recommendation.

Facility Safety	By Whom	By When
9) Goal: Have all required safety data sheets for all hazardous chemicals that the employees may be exposed to in your facility.	Chief Lewis	On-going

Recommendation: Ensure that your facility has Safety Data Sheets (SDS) that are required for any hazardous material within the building or vehicles operated by employees. The SDS information needs to be in a location that any employee can obtain 24/7. NOTE: see Oregon OSHA hazard communication recordkeeping requirements for inactive chemicals no longer used in the workplace.

Response: The department meets this recommendation.

Facility Safety	By Whom	By When
10) Goal: All hazardous materials are properly stored as recommended by manufacturer and/or Oregon OSHA.	Chief Lewis	On-going

Recommendation: Ensure all hazardous materials are properly stored as recommended by manufacturer, Oregon OSHA, and your internal policies.

Response: The department meets this recommendation.

Facility Safety	By Whom	By When
11) Goal: Oregon OSHA requires that building evacuation plans be posted throughout the building. These plans need to indicate where you are in the building and the closest exit in the event of an emergency.	Chief Lewis	On-going

Recommendation: Ensure that building evacuation plans are posted throughout the building and identify the person's current location and closest exit in the event of an emergency

Response: The department meets this recommendation.

Facility Safety	By Whom	By When
12) Goal: That your facility is equipped with the proper type and location of eyewash stations to address your employee's exposure.	Chief Lewis	On-going

Recommendation: Eye wash stations are required in buildings where there could be fluids or particles being lodged in the eye(s). Such examples would include the use of fluid chemicals, body fluids or projectiles such as metal or sand. The eye wash stations need to be plumbed in the water system (if available) of the building and tested at least monthly by running water through the eye wash station. In some cases, portable eye wash solutions can meet this requirement.

Response: The department meets this recommendation.

Facility Safety	By Whom	By When
13) Goal: Have an "Emergency Action Plan" that identifies appropriate staff response in the event of an emergency.	Chief Lewis	On-going

Recommendation: Oregon OSHA requires that any employer with 10 or more employees are required to have an emergency action plan that spells out how the staff will respond in the event of an emergency. This is typically referred to as an emergency management plan. Sample plans are available in the CIS risk management library.

Response: The department meets this recommendation.:

Facility Safety	By Whom	By When
14) Goal: Have in place a Continuity of Operations Plan	Chief Lewis	On-going

Recommendation: This component is a piece of the emergency action plan and will identify how the organization will operate and continue business operations and train staff to respond within the guidelines of this plan.

Response: The department meets this recommendation.

Facility Safety	By Whom	By When
15) Goal: Have functioning building sprinklers to protect employee egress and reduce property damage in the event of fire.	Chief Lewis	On-going

Recommendation: Review current building codes to ensure compliance.

Response: The department meets this recommendation.

Facility Safety	By Whom	By When
16) Goal: Have proper emergency lighting system to guide occupants out of the building in the event of a power outage.	Chief Lewis	On-going

Recommendation: Review current building codes to ensure proper emergency lighting system is in place.		
Response: The department meets this recommendation.		
Facility Security	By Whom	By When
17) Goal: CJIS clearance needed to access any confidential/sensitive information	Chief Lewis	On-going
Recommendation: To maintain LEADS and NCIC data systems it is required to restrict access to confidential/sensitive data. Ensure a written process is in place to restrict data access and that all staff have been trained on this process.		
Response: The department meets this recommendation.		
Facility Security	By Whom	By When
18) Goal: A policy and procedure in place to prevent viewing of printed confidential/sensitive information i.e., DMV records, criminal case history or want/warrant information from unauthorized personnel.	Chief Lewis	On-going
Recommendation: Develop and implement a policy and procedures to restrict access to confidential and sensitive information to only those employees that have CJIS clearance.		
Response: The department meets this recommendation.		
Facility Security	By Whom	By When
19) Goal: Ensure visitors or unauthorized personnel do not pass-through critical workspace when entering facility.	Chief Lewis	On-going
Recommendation: To comply with CJIS standards, ensure the visitors or unauthorized personnel cannot walk through work area where there is confidential or sensitive data		
Response: The department meets this recommendation.		
Facility Security	By Whom	By When
20) Goal: All non-police visitors are escorted when they are in nonpublic areas of the facility.	Chief Lewis	On-going
Recommendation: Draft and implement a policy and procedures that will ensure that nonpolice visitors always have an escort that they are in non-public areas of the facility.		
Response: The department meets this recommendation.		
Facility Security	By Whom	By When
21) Goal: Facility has secure storage for all Department weapons and ammunition.	Chief Lewis	On-going
Recommendation: Having a secure storage for department owned weapons and ammunition is critical for safety and security. There needs to be a log out system to identify who has which weapon(s). This logging system should include handguns, rifles, shot-guns, less-than-lethal, and Tasers.		
Response: The department meets this recommendation.		
Facility Security	By Whom	By When
22) Goal: Have a secure parking area for department owned vehicles.	Chief Lewis	On-going
Recommendation: Having a secure parking area for department owned vehicles is not a requirement, however it is strongly recommended to prevent damage (vandalism). Secondly, having a secure parking area for employees is preferred to prevent threats to employees.		
Response: The department meets this recommendation.		
Facility Security	By Whom	By When
23) Goal: Have facility space that is wholly dedicated to police functions and other agency employees cannot enter unless authorized	Chief Lewis	On-going
Recommendation: This is not a requirement. If the law enforcement agency shares a building with others, then there needs to be a separation between the law enforcement agency and other government services. This is to meet and address the areas relating to CJIS standards.		
Response: The department meets this recommendation; however, the building has several uses. The police department, the municipal jail, municipal court, and the city prosecutor's office is also located in this building. With the said, the police department is secure and is on the first floor and the other services are on the second floor. See specific notes about the municipal jail in the jail assessment.		
Facility-Evidence	By Whom	By When
24) Goal: The agency has a secure evidence room that has access limited to a designated person(S) (ORS 133.537)	Chief Lewis	On-going

Recommendation: Evidence and property are a high-risk area and proper security is critical to ensure the proper safe keeping of evidence. The secure area should only be accessed by designated individuals that include the property/evidence technician and another person in the event the primary staff contact is not available. When either the primary or secondary individuals are out of the office for an extended period there should be a third individual identified to be the backup technician. When the third individual is assigned the temporary duties there needs to be a record indicating date/time the evidence keys were turned over and then returned. This documentation needs to be signed by both parties and maintained in the evidence log.

Response: The department meets this recommendation.

Facility-Evidence	By Whom	By When
25) Goal: Prohibit storage of explosives, flammables, and hazardous materials within the facility.	Chief Lewis	On-going

Recommendation: At no time should there be any type of explosives, flammables or hazardous materials stored within the facility or the property/evidence room. This includes fireworks.

Response: The department meets this recommendation.

Facility-Evidence	By Whom	By When
26) Goal: A directive that requires that evidence be submitted to an approved evidence locker by officers prior to the end of their shift	Chief Lewis	On-going

Recommendation: Having a policy requiring all law enforcement personnel to turn in evidence by the end of their shift is required and will provide integrity of chain of evidence.

Response: The department meets this recommendation.

Facility-Evidence	By Whom	By When
27) Goal: Directives require posting of hazard labels whenever hazardous materials (including biohazards) are stored in evidence.	Chief Lewis	On-going

Recommendation: Have a policy requiring all law enforcement personnel to label hazardous evidence to include items such as blood, urine, and semen.

Response: The department meets this recommendation.

Facility-Evidence	By Whom	By When
28) Goal: Store firearms, cash, and controlled substances in separate secure location	Chief Lewis	On-going

Recommendation: All firearms, cash and controlled substances should be stored separately in a secure device within the property evidence. A secure device may be a safe or a locking file cabinet within the evidence room.

Response: The department meets this recommendation.

Facility-Evidence	By Whom	By When
29) Goal: Provide temporary and secure storage of evidence when the evidence technician is unavailable.	Chief Lewis	On-going

Recommendation: A temporary storage facility needs to be available to law enforcement personnel 24/7 when the evidence technician is not available. These temporary storage facilities need to be secure and only have access to the evidence technician once the evidence is lodged in the storage compartment(s).

Response: The department meets this recommendation.

Facility-Evidence	By Whom	By When
30) Goal: Ensure firearms are unloaded before being submitted and that ammunition is stored separately.	Chief Lewis	On-going

Recommendation: It is imperative that all firearms are unloaded before being placed into evidence. Additionally, it is critical to install zip ties in all weapons to prove to the evidence technician that weapon is cleared of any ammunition.

Response: The department meets this recommendation.

Facility-Evidence	By Whom	By When
31) Goal: Ensure agency provides a receipt for evidence to the person from whom it was seized	Chief Lewis	On-going

Recommendation: It is required that law enforcement personnel give everyone a receipt for any property that they seize. This receipt should be duplicative that follows the evidence into the care of the evidence technician.

Response: The department meets this recommendation.

Facility-Evidence	By Whom	By When
32) Goal: Conduct an annual random audit of evidence in department custody.	Chief Lewis	On-going

Recommendation: To ensure that the evidence process is working correctly a random audit should be conducted at least once a year, preferably once each quarter. The individual conducting the random audit should not normally be involved in evidence process. The random audit is an excellent task for any personnel on light duty.

Response: The department meets this recommendation.

Facility-Evidence	By Whom	By When
33) Goal: Ensure the evidence custodian has received appropriate training in the management of the evidence function.	Chief Lewis	On-going

Recommendation: All property and evidence staff will need to have appropriate training in all areas of property and evidence. This training should include initial training and ongoing training to maintain skills and learn any laws and techniques relating property and evidence.

Response: The department meets this recommendation.

Facility-Evidence	By Whom	By When
34) Goal: Provide an area for the processing of evidence before submittal	Chief Lewis	On-going

Recommendation: There needs to be an area dedicated to processing evidence. This is for law enforcement personnel and the evidence technician.

Response: The department meets this recommendation.

Facility-Evidence	By Whom	By When
35) Goal: Conduct a complete audit of evidence whenever there is a change in evidence technician or chief executive of your agency	Chief Lewis	On-going

Recommendation: It is mandatory to have a complete audit of all property and evidence anytime there is a change in the CEO or the evidence technician. This audit provides documentation that all property and evidence is currently in the possession of the law enforcement agency and there is no missing property or evidence. This is important for all outgoing and incoming personnel related to property and evidence system.

Response: The department meets this recommendation.

Facility-Records	By Whom	By When
36) Goal: Ensure that your 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) (ORS 192, 162.305, 419B.035)	Chief Lewis	On-going

Recommendation: It is required to have a policy in place covering the proper dissemination of all confidential and sensitive information. This policy should include release of information to other law enforcement agencies and addressing public records requests.

Response: The department meets this recommendation.

Facility-Records	By Whom	By When
37) Goal: The agency shall have procedures in place ensuring timely compliance with expungement orders. (ORS Chapter 192, 137.225, 419A.262, and OAR 166.200.0100)	Chief Lewis	On-going

Recommendation: The law enforcement agency needs to have a policy and procedure in place to properly process expungement orders. This is a requirement and is critical to meet the expungement order in a timely fashion.

Response: The department meets this recommendation.

Facility-Records	By Whom	By When
38) Goal: Ensure access to areas containing police records are limited to authorized personnel only (OAR 257-015-0070)	Chief Lewis	On-going

Recommendation: This requirement is like other areas of physical security due to the confidential and sensitive nature of the records contained in the records area. This area should be secured outside the hours that records staff are in operation. Additionally, there should be logged to record the time when staff went to the records area and note what case

file they are reviewing/copying.

Response: The department meets this recommendation.

Facility-Emergency Communications	By Whom	By When
39) Goal: Ensure agency field officers have 24/7 access to emergency communication support	Chief Lewis	On-going

Recommendation: It is a requirement that officers out in the field have access to radio communications on a 24/7 basis.

Response: The department meets this recommendation.

Facility-Emergency Communications	By Whom	By When
40) Goal: Review dispatch center design and procedures to ensure the security of the dispatch center and its operation.	Chief Lewis	On-going

Recommendation: If the law enforcement agency operates a dispatch center, they will have to have all staff cleared through CJIS and any visitors will need to be escorted during their time in the dispatch center. This is due to the confidential nature of information being processed in the dispatch center.

Response: The department meets this recommendation.

Facility-Emergency Communications	By Whom	By When
41) Goal: Ensure communication facility has adequate secondary power to continuously support communications with field units	Chief Lewis	On-going

Recommendation: Each field officer, including reserve officers, should have a portable radio that they can carry with them. This is critical for the safety of the officer.

Response: The department meets this recommendation.

Vehicle-Maintenance	By Whom	By When
42) Goal: Vehicles are well-maintained and regularly inspected to ensure safe operation (OAR 0223(3)(b))	Chief Lewis	On-going

Recommendation: It is a requirement to maintain vehicles in safe operating condition. Each vehicle should be inspected and serviced on a regular basis.

Response: The department meets this recommendation.

Vehicle-Maintenance	By Whom	By When
43) Goal: Ensure malfunctioning or worn-out auxiliary equipment is repaired or replaced as necessary	Chief Lewis	On-going

Recommendation: Any equipment that is out of order will need to be replaced or repaired immediately to make sure the patrol vehicles are in safe operating condition.

Response: The department meets this recommendation.

Vehicle-Equipment	By Whom	By When
44) Goal: Ensure Patrol service vehicles are equipped with emergency lights, siren, and police radio (ORS 816.250; OAR 735-110-0010; 735-110-0050)	Chief Lewis	On-going

Recommendation: At a minimum, patrol vehicles need to have emergency lights, siren, and police radios. This equipment needs to be in good operational condition. If any of these pieces of equipment are not in good working condition, then the car should be placed out of service until the equipment can be repaired or replaced.

Response: The department meets this recommendation.

Vehicle-Equipment	By Whom	By When
45) Goal: Ensure all patrol vehicles are properly equipped.	Chief Lewis	On-going

Recommendation: Each vehicle needs to have the following equipment in the vehicle for officer safety, ability to provide service to citizens and conduct proper investigations. 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 (OAR 437-002-0128 for reflective vests)

Response: The department meets this recommendation.

Vehicle-Equipment	By Whom	By When
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46) Goal: Vehicles are to be inspected by the operator at the beginning each day/shift to ensure they meet minimum safety standards (OAR 437-002-0223 (19)(a))	Chief Lewis	On-going
Recommendation: Each vehicle needs to be inspected at the beginning of each shift by the law enforcement officer using the vehicle. This includes interior and exterior of the vehicle.		
Response: The department meets this recommendation.		
Vehicle-Equipment	By Whom	By When
47) Goal: Special use vehicles, such as bicycles, should meet safety and equipment standards established for those vehicles	Chief Lewis	On-going
Recommendation: Any specialized vehicle needs to meet the standards of maintenance and safety equipment. It is also important to make sure that all specialized vehicles are listed on the insurance role to make sure all vehicles are properly insured.		
Response: The department meets this recommendation.		
Vehicle-Equipment	By Whom	By When
48) Goal: Ensure all vehicles used for the transportation of prisoners in in the rear seat will have a barrier between the front and rear seats	Chief Lewis	On-going
Recommendation: For the safety of officers transporting prisoners, it is critical to that each vehicle that has a solid protective screen between the front and rear seat.		
Response: The department meets this recommendation.		
Vehicle-Equipment	By Whom	By When
49) Goal: Vehicles used for patrol are preferably marked and have some form of reflective tape for nighttime visibility	Chief Lewis	On-going
Recommendation: Vehicles used for patrol should have reflective tape to provide additional safety features to reduce the chance being struck in darkness.		
Response: The department meets this recommendation.		
Vehicle-Liability	By Whom	By When
50) Goal: Motor vehicle record checks shall be completed for all drivers at hire and rechecked annually.	Chief Lewis	O-going
Recommendation: It is required to have DMV checks conducted at the time of hire. It is strongly recommended to have all employees driving record checked on an annual basis. It is also strongly recommended to have the governmental body enroll in the automated DMV program that notifies the body when any of their employees are issued a citation. This system will also notify the employer if any driver has lost their driving privileges.		
Response: The department meets this recommendation.		
Vehicle-Liability	By Whom	By When
51) Goal: Draft and implement a vehicle accident reporting and review procedure.	Chief Lewis	On-going
Recommendation: It is required to have a policy in place to review all accidents that employees are involved in. This procedure should determine if there are any policy violations that occurred because of the accident or if there are any areas of training that need to be addressed.		
Response: The department meets this recommendation.		
Vehicle-Liability	By Whom	By When
52) Goal: Draft and implement a policy that addresses employee use of personal and public vehicles.	Chief Lewis	On-going
Recommendation: Having a policy outlining when an employee can use a public vehicle for personal use, as well as when the employee can use a personal vehicle for public use is required.		
Response: The department meets this recommendation.		
Vehicle-Liability	By Whom	By When
53) Goal: Periodically offer safe/defensive driver training	Chief Lewis	On-going

Recommendation: The law enforcement agency should have periodic driving course to include EVOC, skid cars simulator training, or law enforcement distracted driver training offered by CIS.

Response: The department meets this recommendation.

Workers Comp-Safety Committee	By Whom	By When
54) Goal: Safety Committee shall be established (if 11 or more employees in jurisdiction). (OAR 437-001-0765)	Chief Lewis	On-going

Recommendation: It is a requirement that any employer with 11 or more employees have a safety committee. The safety committee needs to have a representative from each department within the organization, and there needs to be equal management and labor on the committee or more labor than management.

Response: The department meets this recommendation.

Workers Comp-Safety Committee	By Whom	By When
55) Goal: Management commitment to provide a safe workplace - it is visible and communicated to employees. (OAR 437-001-0760)	Chief Lewis	On-going

Recommendation: It is the responsibility of the management to provide a safe workplace for all employees. This message needs to be communicated to all employees by having visible posters throughout the worksites. Having supervisors being held accountable to safe workplaces practices. Having performance measures for all employees regarding safe workplaces.

Response: The department meets this recommendation.

Workers Comp-Safety Committee	By Whom	By When
56) Goal: Safety Committee Meetings are required to be held monthly with written agendas. (OAR 437-001-0765)	Chief Lewis	On-going

Recommendation: OSHA requires that there be regular monthly safety committee meetings with written agendas for all employees in the organization to see and comment on through their department representative.

Response: The department meets this recommendation.

Workers Comp-Safety Committee	By Whom	By When
57) Goal: Safety Committee meeting minutes are required to be recorded and posted (OAR 437-001-0765)	Chief Lewis	On-going

Recommendation: OSHA requires that safety committee meetings be recorded, and the minutes of the meetings are posted so all employees have an opportunity to read the minutes of the meeting.

Response: The department meets this recommendation.

Workers Comp-Safety Committee	By Whom	By When
58) Goal: Current Safety Committee members are required to be trained in; hazard identification, accident investigation, general operations. (OAR 437-001-0765)	Chief Lewis	On-going

Recommendation: It is required that all safety committee members be trained on their role and responsibility as a safety committee member, including how to properly conduct investigations.

Response: The department meets this recommendation.

Workers Comp-Safety Committee	By Whom	By When
59) Goal: Safety committee membership shall include an equal number of labor and management representatives (OAR 437-001-0765)	Chief Lewis	On-going

Recommendation: The safety committee is required to have an equal number of labor and management, or more labor than management.

Response: The department meets this recommendation.

Workers Comp-Safety Committee	By Whom	By When
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60) Goal: Quarterly worksite inspections are required to be completed and documented (OAR 437-001-0765)	Chief Lewis	On-going
Recommendation: Oregon OSHA requires that each worksite be inspected quarterly to identify hazards and deficiencies. These inspections need to be documented and note any corrective action that is needed. Follow-up on the corrective action is required based on the severity of the corrective action.		
Response: The department meets this recommendation.		
Workers Comp-Safety Committee	By Whom	By When
61) Goal: Accident/incident reports are required to be reviewed by the Safety Committee and recommendations made to management on preventing future accidents/incidents	Chief Lewis	On-going
Recommendation: One of the roles that the safety committee plays is reviewing accident and incident reports, this should include "near misses" if this data is captured. The reports should not list employees' names, nor should this review be used as punishment. This review process is to determine if there are safety concerns that the organization needs to address, or if there is specific policy or training needs that the organization needs to change or update.		
Response: The department meets this recommendation.		
Workers Comp-Employee Safety	By Whom	By When
62) Goal: Employees are required to be aware of safe workplace rules in their department (437-001-0760)	Chief Lewis	On-going
Recommendation: It is a requirement that the employees be aware of their safety responsibilities within their own section or division. The employees have a responsibility to report any safety concerns to management or their safety committee representative.		
Response: The department meets this recommendation.		
Workers Comp-Employee Safety	By Whom	By When
63) Goal: All employees and supervisors are required to have knowledge of and comply with all safety standards and safety training programs required by Oregon OSHA for hazards they are exposed to in the workplace	Chief Lewis	On-going
Recommendation: The employees have knowledge and follow all the training programs provided by OSHA.		
Response The department meets this recommendation.:		
Workers Comp-Employee Safety	By Whom	By When
64) Goal: The department is required to provide and document all Oregon OSHA required training annually (437-001-0760)	Chief Lewis	On-going
Recommendation: All training in the listed categories is provided to employees on an annual basis and the training is documented. These trainings can be included in the annual in-service training: * Hazard Communication * Blood borne pathogens * Driver training * Hearing conservation * Safety committee * Personal protective equipment * Fire extinguishers		
Response: The department meets this recommendation.		
Workers Comp-Employee Safety	By Whom	By When
65) Goal: Oregon OSHA requires all employers to complete a PPE assessment for each job classification and document those findings (OAR 437-002-0120 and 29 CFR 1910.132-139)	Chief Lewis	On-going
Recommendation: It is required to conduct a personal protective equipment (PPE) assessment for each position within the organization. This assessment will look at what job duties are included in the job description, what safety equipment is needed to safely conduct the functions of the job, and then the management needs to provide the required safety equipment.		
Response: The department meets this recommendation.		
Workers Comp-Employee Safety	By Whom	By When

66) Goal: Personal protective equipment certification and training is required to be completed and documented (29 CFR 1910.132)	Chief Lewis	On-going
Recommendation: <i>Once the PPE assessment is completed it is the responsibility of management to make sure that all employees are trained on the proper use of the safety equipment issued to them by the Department.</i>		
Response: <i>The department meets this recommendation.</i>		
Workers Comp-Employee Safety	By Whom	By When
67) Goal: The department is required to identify and make known all radio, "dead spots" to sworn and unsworn field personnel.	Chief Lewis	On-going
Recommendation: <i>There needs to be a process in place for an employee, sworn or non-sworn, to report any radio dead spots. This is a critical safety issue for all field personal.</i>		
Response: <i>The department meets this recommendation.</i>		
Workers Comp-Employee Safety	By Whom	By When
68) Goal: Supervisors or personnel in charge are to be held accountable for workplace safety and injury prevention (OAR 437-001-0760)	Chief Lewis	On-going
Recommendation: <i>Supervisors are to be held responsible for workplace safety and prevention of any injury to their staff. This can be managed by having a performance objective in the annual performance review of each supervisor.</i>		
Response: <i>The department meets this recommendation.</i>		
Workers comp-Return to Work Program	By Whom	By When
69) Goal: The department should have a written return to work policy	Chief Lewis	On-going
Recommendation: <i>It is critical that the law enforcement agency, and the overall organization, has a written return to work policy that address work related and non-work-related injuries.</i>		
Response: <i>The department meets this recommendation.</i>		
Workers comp-Return to Work Program	By Whom	By When
70) Goal: Return to work policies shall address both work and nonwork related injuries/illnesses.	Chief Lewis	On-going
Recommendation: <i>It is important for the policy to include both direct work-related injuries and non-work injuries so they can be addressed consistently throughout the organization.</i>		
Response: <i>The department meets this recommendation.</i>		
Workers comp-Return to Work Program	By Whom	By When
71) Goal: The department should be aware of programs in the workers compensation program that provide reimbursement of light duty wages, etc. (Employer at injury program)	Chief Lewis	On-going
Recommendation: <i>The member is aware of the return-to-work opportunities and the compensation that can follow these programs. CIS has a return-to-work specialist that can aid workers compensation members who have a return-to-work opportunity.</i>		
Response: <i>The department meets this recommendation.</i>		
Workers Comp-Accident Reporting	By Whom	By When
72) Goal: The agency should be made aware of key contacts and numbers known for CIS claims reporting	Chief Lewis	On-going
Recommendation: <i>The member has been made aware of the contact numbers for CIS and how to file a claim if necessary.</i>		
Response: <i>The department meets this recommendation.</i>		
Workers Comp-Accident Reporting	By Whom	By When
73) Goal: Employee involved accident/incident procedures are to be documented, including reporting of an incident that does not require medical treatment, documentation of injuries meeting Or-OSHA general reporting criteria, and procedures for processing documentation within the agency (OAR 437-001-0700)	Chief Lewis	On-going

Recommendation: All accidents or incidents are documented, even if no medical treatment is needed. It is recommended that "near misses" are also documented and reviewed to determine if there are any procedures, policies, or training that needs to occur to address the near miss. In the event medical treatment is needed the employee and the agency is aware of the correct forms and reporting times required to process the claim properly and efficiently.

Response: The department meets this recommendation.

Workers Comp-Accident Reporting	By Whom	By When
74) Goal: Worker's Compensation (801) forms are required to be completed for work injured requiring medical treatment or illnesses, and faxed to CIS claims within 48 hours (or ASAP)	Chief Lewis	On-going

Recommendation: It is a requirement that all 801 (workers compensation) forms are filled out and sent to CIS within 48 hours of the injury. Less than 48 hours would be preferred. CIS is required by ORS to respond and file the injury to the state within 72 hours and if the initial report is late to CIS we are fined by the state of Oregon.

Response: The department meets this recommendation.

Workers Comp-Accident Reporting	By Whom	By When
75) Goal: Accident investigation reports are required to be completed and submitted within 5 workdays (OAR 437-001-0760)	Chief Lewis	On-going

Recommendation: If accident/incident needs to be investigated by the agency within five workdays. The exception to this is if the accident/incident site is a crime scene. Then the delay will be justified.

Response: The department meets this recommendation.

Workers Comp-Accident Reporting	By Whom	By When
76) Goal: The Safety Committee is required to have established procedures for investigating all safety related incidents (OAR 437-001-0765)	Chief Lewis	On-going

Recommendation: The organization must have a policy and procedure in place to investigate all safety related incidents. This procedure should outline who oversees the investigation, who will be the investigators. When the investigation is complete the complete investigation will be reviewed by the safety committee.

Response: The department meets this recommendation.

Workers Comp-Accident Reporting	By Whom	By When
77) Goal: Department is aware of OR-OSHA reporting requirements (overnight or longer hospitalization within 24 hours; fatality within 8 hours) (OAR 437-001-0700(21))	Chief Lewis	On-going

Recommendation: If an employee is in hospital overnight, or longer than 24hours, or if there is more than one employee admitted to the hospital OSHA needs to be notified within 24 hours. In the event of a fatality, OSHA needs to be notified within eight hours.

Response: The department meets this recommendation.

Workers Comp-Accident Reporting	By Whom	By When
78) Goal: The agency is required to have a directive covering the reporting of, and appropriate response to, exposures to blood borne pathogens or hazardous substances (OAR 437-002-0360 and 29 CFR 1910.1030)	Chief Lewis	On-going

Recommendation: The law enforcement agency needs to have a policy/procedure in place to address blood borne pathogens exposures and/or hazardous substance/material exposure. In the event of these exposures reporting to the appropriate state agency may be needed, to include OSHA and or DEQ.

Response: The department meets this recommendation.

General Issues-Policies and Procedures	By Whom	By When
79) Goal: Have a directive outlining code of conduct that requires compliance with laws, Constitution, ethical standards, and Department standards.	Chief Lewis	On-going

Recommendation: It is required to have a policy outlying a code of conduct. This code of conduct will need to address the conduct of all staff within the organization. The code itself will address the expectations of the staff as it relates to the policy, laws, and ethical behavior and conduct. The code of conduct should also relate to the mission, values, and goals

of the organization. Quite often the code of conduct will also be listed as a performance measurement in all evaluations.

Response: The department meets this recommendation.

General Issues-Policies and Procedures	By Whom	By When
80) Goal: Have a directive in place covering routine, emergency and pursuit driving and that department practice complies with directive.	Chief Lewis	On-going

Recommendation: There needs to be a policy on the way all staff drives and operates their vehicles. This will include operations under normal driving conditions, and pursuit driving commonly referred to as code 1, code 2 or code 3. These driving practices need to specifically identify the expectations of the driver and clearly spell out the dangers of operating a vehicle under pursuit conditions and the hazards that are associated with pursuit driving.

Response: The department meets this recommendation.

General Issues-Policies and Procedures	By Whom	By When
81) Goal: Have a Use of Force directive with annual training.	Chief Lewis	On-going

Recommendation: Part of the annual training needs to include a review of the use of force policy. It is recommended that there be a written test component for the use of force policy, to test the knowledge and understanding of the policy.

Response: The department meets this recommendation.

General Issues-Policies and Procedures	By Whom	By When
82) Goal: Ensure all arrest, search and seizures are covered by directive	Chief Lewis	On-going

Recommendation: It is a requirement to have a policy on making arrests and search and seizures. The arrest policy needs to outline when law enforcement can make an arrest with and without a warrant. This policy also needs to address the probable cause process in the event an individual cannot be arraigned within 48 hours. Additionally, the policy the search and seizure of property after arrest is made.

Response: The department meets this recommendation.

General Issues-Policies and Procedures	By Whom	By When
83) Goal: Ensure the department has directives covering domestic violence response, protective orders, and standby procedures in place (ORS 107.718, 133.310, 163.750)	Chief Lewis	On-going

Recommendation: The law enforcement agency needs to have policy on responding to domestic violence calls for service. The policy needs to address the mandatory arrest process when officers are on the scene of a domestic violence calls. The policy will also need to address the service of protective orders (restraining or stalking orders) as well as stand-by orders and the commitment of the law enforcement officers time on scene.

Response: The department meets this recommendation.

General Issues-Policies and Procedures	By Whom	By When
84) Goal: Law enforcement agencies are required to have a Hearing Conservation Program in place (OAR 437-002-0120 and 29 CFR 1910.333 and 1910.95)	Chief Lewis	On-going

Recommendation: The law enforcement agency needs to have a policy/program regarding hearing conservation. This policy/program will address proper hearing protection when officers are at the firing range. Additionally, the hearing program needs include annual hearing testing of all officers to determine a base line hearing measurement and any hearing loss over the year due to firing range activities.

Response: The department meets this recommendation.

General Issues-Policies and Procedures	By Whom	By When
85) Goal: Insured Department directives are distributed to all personnel impacted by the directives	Chief Lewis	On-going

Recommendation: A policy/process to issue policies to all staff of the law enforcement agency and a process to discuss the impact of the policy to all members. This may be completed by reviewing policy in shift briefings, monthly meetings, or in-service training. This needs to include both sworn and non-sworn personnel.

Response: The department meets this recommendation.

General Issues-Policies and Procedures	By Whom	By When
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86) Goal:	Chief Lewis	On-going
Recommendation: <i>The law enforcement agency needs to have a policy that addresses the use of all electronic media. The policy needs to be specific about use of electronic media for personal use. When/if it is approved and the rules when using electronic media for personal use.</i>		
Response: <i>The department meets this recommendation.</i>		
General Issues-Policies and Procedures	By Whom	By When
87) Goal: The department is required to have directives addressing civil procedures covering service of subpoenas, execution of writs, service of protective orders and seizure of property (ORS 105.161, 135.585, 206.030 -.040)	Chief Lewis	On-going
Recommendation: <i>All law enforcement agencies need to have a policy on the service of civil service papers. It is possible that all law enforcement law officers may need to service civil papers, the policy needs to address the way the papers can be served, who can accept papers, and what is the responsibility of the law enforcement officer after the service is completed.</i>		
Response: <i>The department meets this recommendation.</i>		
General Issues-Policies and Procedures	By Whom	By When
88) Goal: Agency directives are required to be reviewed annually; directives in need of update are re-written in a timely manner	Chief Lewis	On-going
Recommendation: <i>Having accurate and updated policies is critical for all law enforcement agencies. There needs to be a process in place for the updating all policies. For Lexipol members the updates are completed by Lexipol. If the law enforcement agency is not a law enforcement member another process must be put in place to ensure all policies are compliant with changes in state and federal law.</i>		
Response: <i>The department meets this recommendation.</i>		
General Issues-Policies and Procedures	By Whom	By When
89) Goal: The Department shall have a Citizen complaint procedure directive and ALL complaints are documented	Chief Lewis	On-going
Recommendation: <i>There needs to be a policy in place to state that all citizens complaints will be documented and addressed. These complaints need to be summarized on an annual basis. The complaints need to determine the basis of the complaint, the officer(s) involved, the complainant and the outcome of the investigation.</i>		
Response: <i>The department meets this recommendation.</i>		
General Issues-Policies and Procedures	By Whom	By When
90) Goal: Agency should have a directive requiring CIS be notified whenever a use of force situation results in an injury that requires medical treatment beyond first aid	Chief Lewis	On-going
Recommendation: <i>CIS would like to be notified in a law enforcement agency uses force occurs and the individual(s) involved need medical treatment beyond first aid. Early notification will provide information to CIS to determine if defense counsel should be assigned to the member right away or if we can wait until notification of legal action from the involved individual.</i>		
Response: <i>The department meets this recommendation.</i>		
General Issues-Policies and Procedures	By Whom	By When
91) Goal: Have in place a directive on towing of vehicles addressing tows with and without prior notice to owner of vehicle	Chief Lewis	On-going
Recommendation: <i>The law enforcement agency must have a policy that directs the officers to only tow vehicles that are a hazard, in an area of high crime, or is a piece of evidence. CIS has produced articles on the legalities of towing vehicles.</i>		
Response: <i>The department meets this recommendation.</i>		
General Issues-Policies and Procedures	By Whom	By When

92) Goal: Agencies shall have a directive covering holding and transporting of people in custody	Chief Lewis	On-going
Recommendation: <i>It is critical to have a policy on the process of transporting people who are in custody which includes the restraints that are used (handcuffs, belly chains, and leg irons) this policy also includes where the individual(s) will be placed in vehicles during transport. The policy also needs to address adult and juveniles, as well as officers transporting individuals of the opposite sex.</i>		
Response: <i>The department meets this recommendation.</i>		
General Issues-Policies and Procedures	By Whom	By When
93) Goal: Agency personnel should be regularly trained on the contents, intent, and application of the directives	Chief Lewis	On-going
Recommendation: <i>The law enforcement agency will need to update the contents and intent of policy to all members of the law enforcement agency. These updates need to be done on an annual basis.</i>		
Response: <i>The department meets this recommendation.</i>		
General Issues-Policies and Procedures	By Whom	By When
94) Goal: Enforcement guidelines should be provided to all personnel (appropriate use of discretion)	Chief Lewis	On-going
Recommendation: <i>The law enforcement agency need to have a policy on when/how a law enforcement officer may use their discretion. The purpose of this policy is to avoid the officer from compromising their integrity or ethics.</i>		
Response: <i>The department meets this recommendation.</i>		
General Issues-Policies and Procedures	By Whom	By When
95) Goal: Agency should have a directive covering the criteria and activation of Amber alerts	Chief Lewis	On-going
Recommendation: <i>The law enforcement agency should have a policy on when/how/who can activate the Amber Alert.</i>		
Response: <i>The department meets this recommendation.</i>		
General Issues-Emergency Procedures	By Whom	By When
96) Goal: Law enforcement agencies are required to have an Emergency Operations Plan in place.	Chief Lewis	On-going
Recommendation: <i>The law enforcement agency needs to have an emergency operation plan in place for themselves, their local government, and for the community. The emergency operations plan but also address the process of declaring an emergency.</i>		
Response: <i>The department meets this recommendation.</i>		
General Issues-Emergency Procedures	By Whom	By When
97) Goal: Agencies should ensure that their computer and data systems are backed up.	Chief Lewis	On-going
Recommendation: <i>The law enforcement agency and the local government needs to have a process in place to back up all computer data daily. Having a redundant system is a valuable resource.</i>		
Response: <i>The department meets this recommendation.</i>		
General Issues-Emergency Procedures	By Whom	By When
98) Goal: Department should have an emergency call back plan in place	Chief Lewis	On-going
Recommendation: <i>There needs to be a policy in place on how and when staff will be called back to work in the event of an emergency. This policy should also indicate what shifts the department will go to for the emergency.</i>		
Response: <i>The department meets this recommendation.</i>		
General issues-Audit	By Whom	By When
99) Goal: The Department shall have a process established and followed for review of critical incidents/accidents	Chief Lewis	On-going
Recommendation: <i>The law enforcement agency must have a process in place that they will review all critical incidents/accidents to determine if there is a safety violation, or if there is breach of policy or if there is a training need that</i>		

needs to be addressed.

Response: The department meets this recommendation.

General issues-Audit	By Whom	By When
100) Goal: The law enforcement agency requires a report after every use of force incident	Chief Lewis	On-going

Recommendation: The law enforcement agency must have a policy in place that requires every officer to write a use of force report whether they were directly involved in the use of force or were simply a witness to the use of force. This policy is not specific only to use of force from members of the law enforcement officers own agency, but any agency that the officer is involved, or witnesses use of force.

Response: The department meets this recommendation.

General issues-Audit	By Whom	By When
101) Goal: Agency requires an annual analysis of all use of force incidents	Chief Lewis	On-going

Recommendation: There needs to be at least an annual review of all use of force reports to determine which officer(s) are using force, the type of force that is being used. The audit should look at any patterns of force used and determine if there are any violations of policy or if there is a training need.

Response: The department meets this recommendation.

General issues-Audit	By Whom	By When
102) Goal: Agency requires an annual analysis of all vehicle pursuits	Chief Lewis	On-going

Recommendation: There needs to be at least an annual review of all vehicle pursuits to determine which officer(s) are involved in the pursuit. The audit should look at any patterns of pursuits and determine if there are any violations of policy or if there is a training need.

Response: The department meets this recommendation.

General issues-Audit	By Whom	By When
103) Goal: Agency requires an after-action report on all hostage/barricaded person incidents	Chief Lewis	On-going

Recommendation: Any time there is a hostage or barricaded individual there needs to be an audit of the event to determine if there was a policy violation, or if there are any training issues that surfaced because of the incident.

Response: The department meets this recommendation.



Law Enforcement Risk Management Plan

Fiscal Year: 2020-2021

Entity Name: City of Springfield	Developed: 7/16 and 10/8/2020
Mailing Address: 225 Fifth Street	Modified: 12/8/2020
Physical Address: 225 Fifth Street	Next Review: 7/1/2021
City / State / Zip: Springfield, OR 97477	
Phone: 541-726-3705	Risk Management Consultant:
Fax: 541-726-2363	Dave Nelson
Website: http://www.springfield-or.gov/	Stuart Roberts
Employee Count: 65.00 Answer from last BP survey	

Policy Information			
Line of Coverage	Premium	Agency	Agent
Property/Liability Coverage			
Auto Liability	\$44,841.37	Brown & Brown Northwest Insurance-Portland	Ron Cutter
Auto Physical Damage	\$63,465.11	Brown & Brown Northwest Insurance-Portland	Ron Cutter
General Liability	\$455,636.16	Brown & Brown Northwest Insurance-Portland	Ron Cutter
Property	\$115,179.89	Brown & Brown Northwest Insurance-Portland	Ron Cutter
Workers' Compensation	\$314,046.40	Brown & Brown Northwest Insurance-Portland	Ron Cutter
Excess Crime	\$2,280.60		
Excess Earthquake	\$13,500.00		
Excess Flood	\$2,250.00		
Excess Cyber Liability	\$12,479.61		
Benefits Coverage			
Medical	<i>Not Purchased</i>		
Dental	<i>Not Purchased</i>		
Life	<i>Not Purchased</i>		

Note: Premium totals reflect applicable credit(s).

Employer Contacts
Rick Lewis - Police Chief

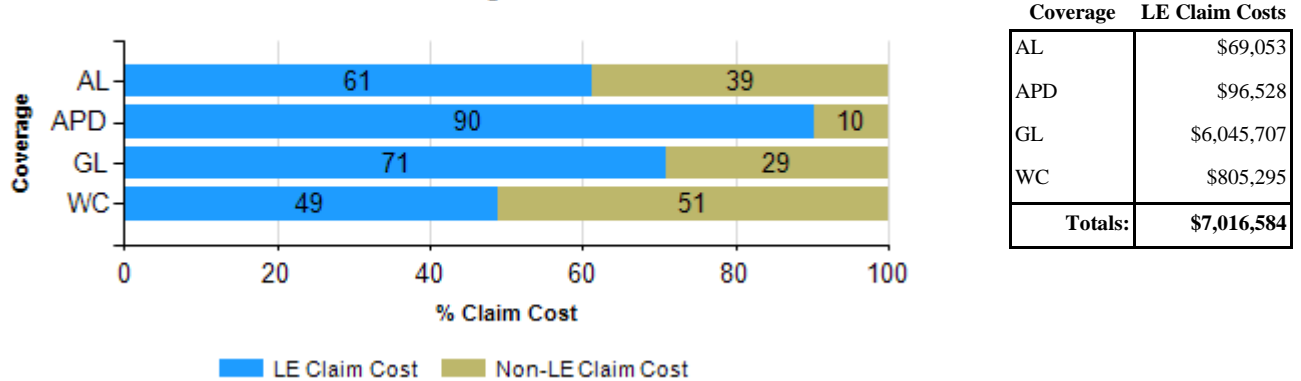
Law Enforcement Claims Information

The following table contains 6 years (5 + current) of Law Enforcement (LE) claims history by coverage year from 2015-2016 through 2020-2021, as of 11/30/2020.

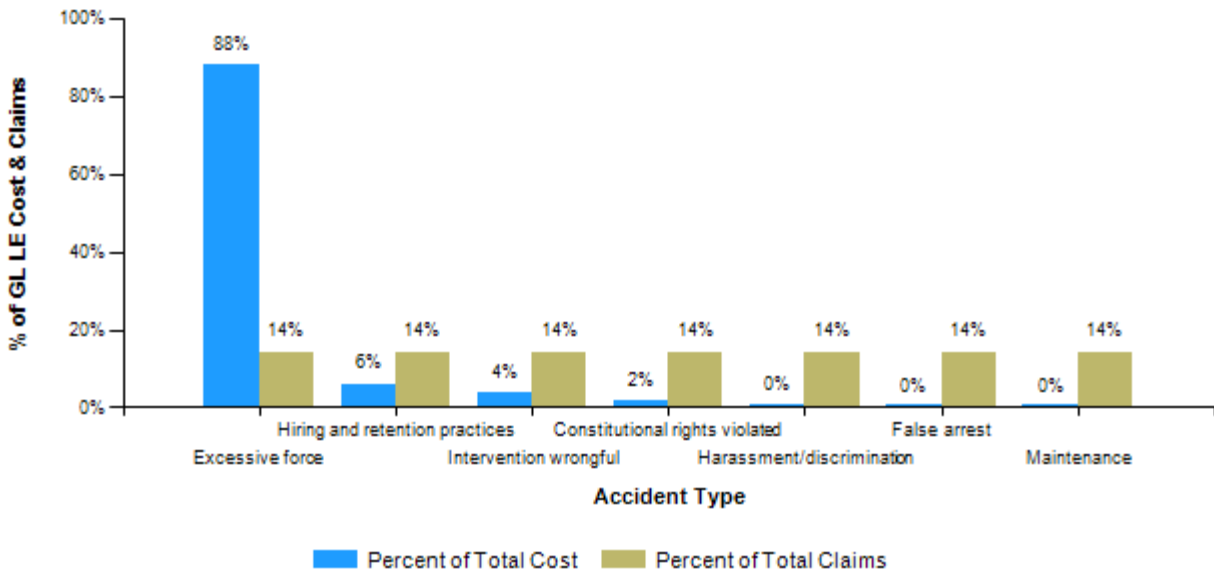
Law Enforcement Claim Totals by Coverage Years

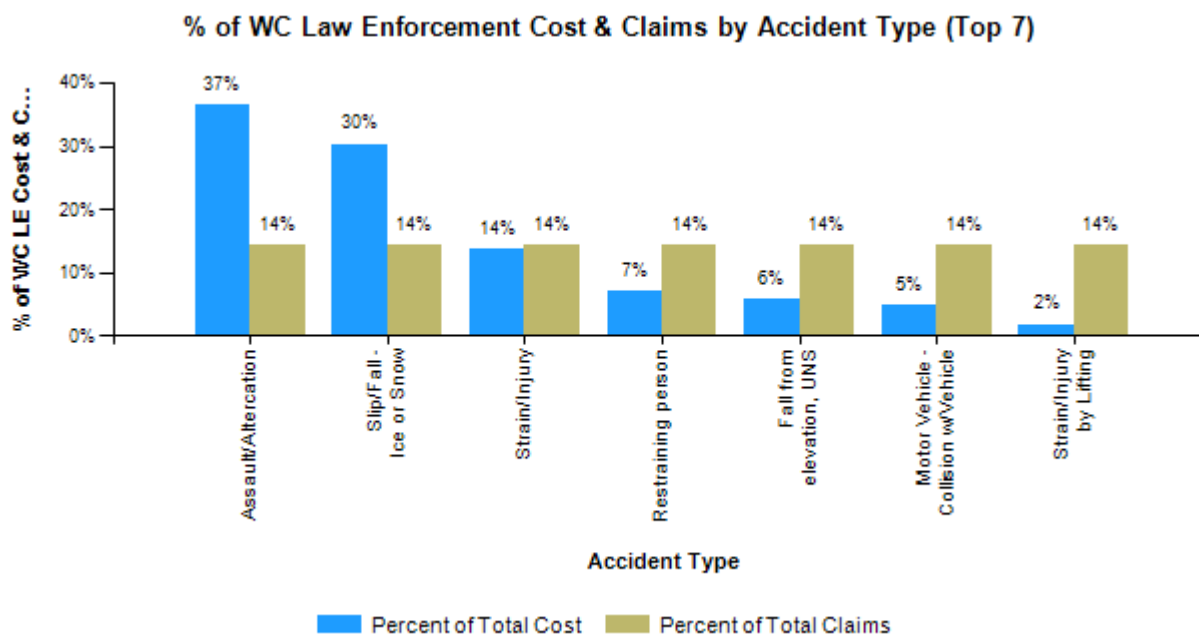
Coverage Year	LE Claims	Non-LE Claims	% LE Claims	LE Claim Costs	Non-LE Claim Costs	% LE Claim Costs	Avg. LE Claim Cost
2015-2016	41	65	39%	\$137,391	\$2,347,866	6%	\$3,351
2016-2017	37	41	47%	\$517,157	\$246,498	68%	\$13,977
2017-2018	51	41	55%	\$841,406	\$163,271	84%	\$16,498
2018-2019	51	41	55%	\$5,014,342	\$180,983	97%	\$98,320
2019-2020	33	50	40%	\$479,812	\$308,652	61%	\$14,540
2020-2021	8	17	32%	\$26,476	\$120,622	18%	\$3,309
Totals:	221	255	46%	\$7,016,584	\$3,367,893	68%	\$31,749

% of Law Enforcement Cost vs. Non-Law Enforcement Cost by Coverage



% of GL Law Enforcement Cost & Claims by Accident Type (Top 7)





Claim Review:

As part of the best practice assessment, we conduct a claim review for the member. For Springfield Police Department I will assess General Liability, Auto, and Workers' Compensation.

Workers' Compensation:

For the review period that we are assessing the police department is doing well. In almost six years the police department had \$805,295 in losses. That is approximately \$134,215 per year. With the number of employees assigned to the police department that is reasonable based on the work that is being performed. I would encourage a continued review of these claims to determine there are other ways to continue to lower workers' injury. Overall, this is not out of line.

Auto Physical Damage and Liability:

Auto Physical Damage (APD) is when an employee runs in to a fixed object. Think of backing into a pole, or a parked car owned by the city. For the police department they had 61 events where they ran into something over the last six years causing \$69,053 in damage, or about \$1,132 per event.

Auto Liability (AL) is when an employee runs into a third-party causing damage. Think of a traffic crash where an employee runs into another moving car. There were 90 of these events over the last six years causing \$96,528 in total damage or approximately \$1,072 per event.

From a severity perspective (total cost) this is low for the number of employees driving and the number of miles driven over the last six years. The frequency (number of events) is a little high. This is just something to watch and monitor during the quarter and annual claims reviews.

General Liability:

The police Department had 71 General Liability (GL) claims over the last six years totaling \$6,045,707. Please note this does not include Detain Claims, where were covered in the Jail Assessment Report.

Typically, these claims are generated from Use of Force, Deadly Use of Force, and Employment Claims.

The police department (patrol) had one significant claim involving the Use of Deadly Physical Force that settled for approximately \$4.5 million. Removing that specific claim, the police department had approximately \$1,545,707 in claims over the past six years or, approximately \$257,617 per year. Or, about \$2,208 per claim over the last six years, after removing the \$4.55 claim.

Overall, the GL claims are higher than we prefer, and the city, the police department, and CIS are working together to lower both the frequency and severity of these claims. We are addressing these claims through training, on-going assessments, claim reviews, and development of a city-wide Enterprise Risk Management (ERM) program.

We are committed to work with the city and the police department to reduce their claims, from both a frequency and severity perspective.

End of report DN 12/10/2020