Notice of Meeting and Agenda for Loss Control Committee of
Nevada Public Agency Insurance Pool and Public Agency Compensation Trust
Date: Thursday, April 17, 2014
Time: 9:00 AM
Place: POOL/PACT Offices
201 S. Roop St. Carson City, NV 89701
CONFERENCE CALL-IN # 1-800-351-4899, Passcode: AnnW.

NOTICE: Items on the agenda may be taken out of order. The committee may combine two or more agenda items for consideration. The committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

AGENDA

1. **Roll**

2. **Public Comment**

3. **For Possible Action: Approval of Minutes of Committee Meeting of January 16, 2014**

4. **For Possible Action: Consideration and Approval of Loss Control Excellence Program applicants:**

    a. **Churchill County (recertification)**
    b. **Douglas County (recertification)**
    c. **City of Winnemucca (recertification)**
    d. **Incline Village General Improvement District (recertification)**
    e. **City of Mesquite (recertification)**
    f. **Gardnerville Ranchos General Improvement District (recertification)**
    g. **Carson City School District (recertification)**
    h. **Town of Tonapah (new program application)**
    i. **Pershing County School District**
    j. **Pershing County**
    k. **City of Carlin**

5. **For Possible Action: Consideration and Approval of Torch Learning Management System**

6. **Public Comment**

7. **For Possible Action: Adjournment**

This Agenda was posted at the following locations:

NPAIP/PACT	**Carson City Courthouse**
201 S. Roop Street, Suite 102	**885 E. Musser Street**
Carson City, NV 89701	**Carson City, NV 89701**
Eureka County Courthouse	**Churchill County Admin Complex**
10 S. Main Street	**155 North Taylor Street**
Eureka, NV 89316	**Fallon, NV 89406**

NOTICE TO PERSONS WITH DISABILITIES

Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify the Nevada Public Agency Insurance Pool or Public Agency Compensation Trust in writing at 201 S. Roop Street, Suite 102, Carson City, NV 89701-4779, or by calling (775) 885-7475 at least three working days prior to the meeting

DRAFT
Minutes of Meeting of
Loss Control Committee of
Nevada Public Agency Insurance Pool and
Public Agency Compensation Trust
Date: January 16, 2014

1. **Roll**

   The meeting was called to order by Chairman Cash Minor at 10:00 a.m. Ann Wiswell confirmed that a quorum was present.

   <u>Members present</u>: Cash Minor, Bob Spellberg (Gardnerville Ranchos GID), Shannon Gardner (Storey County), Kevin Curnes (Carson City School District), Dan Murphy (Pershing County School District), Steve West (Winnemucca), Geoff Stark (Churchill County)

   <u>Others present</u>: Ann Wiswell, Wayne Carlson, Kim Otero, C.J. Larsen

2. **Public Comment:**
   none

3. <u>**For Possible Action:**</u> **Approval of Minutes of Committee Meeting of March 14, 2013**
   Upon motion and second the minutes were approved.

4. <u>**For Possible Action:**</u> **Consideration and Approval of Risk Management Grant Application submitted by City of Lovelock**
   Upon motion and second the grant application for the mobile video recorder equipment was approved.

5. <u>**For Possible Action:**</u> **Consideration and Approval of Risk Management Grant Application submitted by City of Mesquite**
   Upon motion and second the grant application for ProQ&A dispatch center quality assurance software was approved.

6. <u>**For Possible Action:**</u> **Discussion of POOL/PACT e-learning program and learning management system**
   Ann Wiswell reported on the status of the e-learning program. Since program inception POOL/PACT has been using an open source learning management system (LMS) called Moodle. It has served the group well, however substantial custom programming has been necessary to

obtain the reports needed and allow members to effectively manage their user groups. Several members had expressed their growing dissatisfaction with the LMS. Geoff Stark commented that he too had experienced difficulty with the program and felt it was time to look for a new program. The committee directed staff to assemble an advisory group to provide staff feedback on various LMS.

7. **Discussion of Loss Control Excellence Program, application deadlines and presentation of awards**
The committee discussed the new electronic format of the loss control excellence program. Only two members have completed the online survey. Ann suggested that the committee impose submission deadlines and that more effort be made to promote the program, including a formal awards presentation at the annual board meeting. Upon motion and second the committee established October 1 and March 1 as deadlines for survey submissions and directed staff to make necessary arrangements for an awards presentation.

8. <u>**For Possible Action**</u>**: Review and Approval of Strategic Plan**
The committee reviewed the progress on the three year plan which expires in 2015. Additional strategies to address cyber security risk, school security risk, and online learning were added to the plan.

9. **Public Comment**
None

10. **For Possible Action: Adjournment**
Upon motion and second, the meeting was adjourned.

Loss Control Excellence Program

Response ID:28 Data

1.

1. Information

Your Name

Geof Stark

Your Email

gdstark@churchillcounty.org

Organization Name

Churchill County

2. Page One

2. SECTION I - Loss Control Organization

	Yes	No
A Loss Control Policy Statement has been issued by entity management that defines the goals, objectives and responsibilities of the loss control program.	✓	
The Loss Control Policy Statement has been distributed to all employees.	✓	
A resolution/ordinance has been passed by the governing body to establish and promote the loss control program.	✓	
New employees are given a copy of the policy statement as part of their orientation.		✓
The policy statement has been posted at prominent locations throughout the agency.		✓
A loss control coordinator has been chosen to organize and oversee the entity's loss control program.	✓	
The loss control coordinator reports directly to top management. (i.e. mayor, city manager, county manager, etc.).	✓	
The loss control coordinator has completed at least one training class within the last two years that deals directly with loss control, safety, human resources, etc.	✓	
The loss control coordinator is a member of a local or national organization that is dedicated primarily to the promotion of loss control and safety. Some examples include PRIMA, ASSE, RIMS, etc.	✓	
Funds have been budgeted which are specifically allocated for the loss control program.	✓	
A safety committee has been established which is comprised of representatives from each major department or work group in the agency.	✓	
The safety committee has an established meeting schedule and announced in a manner so staff, management and elected official are aware of meeting times, locations, etc.	✓	
Minutes of each meeting are taken and distributed to committee members and management.	✓	
The safety committee has developed a written action plan that includes goals, objectives and projected target dates. The plan is reviewed and renewed at least annually.		✓

	Yes	No
The safety committee prepares an annual written report to management which spells out what has been accomplished during the year and what activities and goals are planned for the coming year.		✓
There is a system by which all major locations and work sites throughout the entity receive regular safety inspections.		✓
All safety training documentation is maintained to be readily accessible.	✓	
Checklists that are specific to the type of location being inspected are used to document all safety inspections.	✓	
Safety inspection results are shared with the responsible supervisor or manager so that corrective action may be taken.	✓	
Supervisors and managers are responsible for taking timely action to safety inspection findings and recommendations.	✓	
Corrective action resulting from safety inspections is documented in a way to show when and how the hazard was corrected.	✓	
A formal program of claims review exists whereby past claims are analyzed in an effort to identify trends or areas of concern.	✓	
A hazard communication program is in place which makes MSDS readily accessible at each qualifying location.	✓	

3. New Page

3. SECTION II - Employment

	Yes	No
An entity-wide personnel system has been adopted. The system establishes procedures for application, interviewing, discipline and other human resource functions.	✓	
Each personnel file contains: application form, changes in pay record, reciept(s) for notification of changes in policies and procedures, job description, performance reviews, disciplinary actions, training and education documentation	✓	
An E.A.P. (Employee Assistance Program) is available to all employees.	✓	
Entity has established a Drug & Alcohol Free Workplace program.	✓	
Appropriate license and permit checks are performed on all new employees before assuming critical duties.		✓
References are checked on prospective employees prior to offer of employment.	✓	
New employees receive training on accident and injury reporting procedures before beginning their assignment.	✓	
Medical records are maintained in locked limited access file separate from other files	✓	
I-9 forms are maintained separate from other files	✓	
Written job descriptions are maintained for each position. Job descriptions include physical requirements	✓	
Employees have access to policies and procedures manuals	✓	
Required employment related notices/posters are conspicuously displayed at appropriate locations	✓	
Standard application form has been reviewed and approved by Pool/Pact Human Resources	✓	
Job opportunities are posted and announced in accordance with personnel policy and collective bargaining agreements.	✓	
FSLA exempt/non-exempt positions have been identified.	✓	

Legal compliance policies include: EEO, ADA, FMLA, FLSA, DOT Drug and Alcohol.	✓	
Employees have received harassment and discrimination training and there are procedures for acknowledging and investigating complaint.	✓	

4. New Page

4. SECTION III - Vehicle Fleet

	Yes	No
There is a vehicle use policy in place with written rules that outline drivers responsibility while operating agency vehicles	✓	
A mobile communications policy is in affect that states the approved methods of cell phone and radio use		✓
Verification is obtained of current valid driver license of the appropriate class for the type of vehicle(s) being operated before drivers begin their assigned duties		✓
Motor Vehicle Records (MVR's) for all drivers of agency vehicles are obtains and reviewed annually		✓
Driving standards have been established to qualify and determine driver eligibility		✓
Drivers are given on-road assessment in a vehicle of the type to be driven under similar conditions		✓
A point or similar-type system has been established so that MVRs can be evaluated in an objective manner	✓	
A policy is in place that triggers corrective measures if a driver develops a pattern of traffic violations or preventable accidents	✓	
There is a program for replacing vehicles when they reach an established age and/or number of miles	✓	
The agency has a preventative maintenance program based on manufacturer's recommendations, is performed by qualified persons and includes recordkeeping of all service and repairs	✓	
Mechanics are responsible for safety checks of vehicles when routine or emergency maintenance is performed.	✓	
Drivers of DOT regulated vehicles conduct pre- and post-trip inspections with deficiencies noted and reported to the supervisor. Inspections include a check of all safety equipment.	✓	
Driver of non-DOT regulated vehicles are required to visually inspect the vehicle for unsafe conditions. Unsafe conditions are reported to fleet supervisor	✓	
Vehicles are equipped with fire extinguishers, first aid kits and emergency signaling equipment (reflective triangles, flares etc.).	✓	
Each vehicle has been provided a "glove box" accident reporting packet to be completed at accident scene.	✓	
An accident review board or safety committee evaluates all vehicle accidents to determine preventability and to make corrective action recommendations.		✓

5. New Page

5. SECTION IV - FISCAL CONTROLS

	Yes	No
Are there written policies and procedures for the collection, recording, safeguarding and depositing of cash receipts for all locations?	✓	
Are responsibilities for cash receipt functions segregated from those for cash disbursement?	✓	

	Yes	No
Are responsibilities for preparing and approving back account reconciliations segregated from other cash receipt or disbursement functions?	✅	
Is responsibility for petty cash accounts vested in one individual?	✅	
Are only original receipts (no photocopies) used to support petty cash disbursements?	✅	
Are physical security safeguards maintained where cash is stored and processed?	✅	
Is a balance and summary of all cash receipts prepared daily?	✅	
Are purchases of postage paid for by check only?	✅	
Are purchases of postage compared to postage meter usage?	✅	
Is there a procedure in place to control receipt, issue, inventory and access to blank checks?	✅	
Are checks pre-numbered?	✅	
Does someone approve bills for payment other than the persons who sign checks?	✅	
Is the signature plate and use of the check signing device kept under the control of the official whose name appears on the signature plate?	✅	
Are bank statements reconciled monthly?		✅
Are safe or vault contents inventoried monthly?		✅
Are physical inventory counts periodically conducted and reconciled with receiving reports?	✅	
Are the duties of programmers and operators separate?	✅	
Is access to terminals and data entry restricted to authorized employees?	✅	
Is password security over computer systems set-up on an individual basis?	✅	
Are employees required to take periodic vacations and in their absence do other employees perform their work?	✅	

6. New Page

6. Do you have Law Enforcement Operations?

Yes

7. New Page

7. SECTION V - Law Enforcement

	Yes	No
Agency has adopted a policies and procedures manual which covers jail, patrol and administrative operations.	✅	
There is a person assigned to keeping the policies and procedures manual updated and ensuring that all new and updated procedures are distributed to field personnel in a timely manner.	✅	
In the past 18 months, the policies and procedures manuals have been thoroughly reviewed by legal counsel for legal content.	✅	
All officers are required to be P.O.S.T. certified before they are assigned to unsupervised duties.	✅	
There is a policy that provides for the review of all use of force incidents.	✅	
Training meets P.O.S.T. minimum continuing education requirements.	✅	

	Yes	No
All training documentation for paid and reserve officers includes topic description, time, date, location and attendance details.	✓	
The department has written standards for employee recruiting and selection. Standards have been reviewed to eliminate any discriminatory requirements or language.	✓	
Senior management has received training in employment practices liability.	✓	
There are written standards for the type of weapons and ammunition that may be carried by officers.	✓	
There is a program by which officers are required to qualify or requalify with weapons in use on at least an semi-annual basis.	✓	
The department has a program for the physical readiness of officers. This program includes physical qualifications that are job-related but do not violate the employee's rights under the Americans with Disabilities Act.	✓	
The department is included in local and regional emergency response plans and has received training regarding foreseeable emergency situations.	✓	
Mutual aid agreements with other jurisdictions are in written form that spells out each department's responsibilities and duties in the event of a mutual aid incident.	✓	
Drivers of emergency vehicles receive on-going emergency response and pursuit driving training.	✓	
There are written protocols and procedures for initiating and suspending high speed pursuit.	✓	
The department either prohibits ride-alongs or has developed a comprehensive civilian ride-along program.	✓	
Jail staff have received suicide prevention training.	✓	
Prisoners' physical condition is documented at the time of intake into holding facility.	✓	
A procedure is in place for protecting the security of prisoners' personal possessions.	✓	
The jail can accommodate ADA affected prisoners.		✓

8. New Page

8. Do you have Fire Service Operations?

No

10. New Page

9. Do you have a Parks and Recreation Department?

Yes

11. New Page

10. SECTION VII - Parks and Recreation

	Yes	No
Grounds and facilities are inspected (at least weekly during high-use season) for safety and liability hazards.	✓	
Hazard critical areas such as playgrounds and swimming pools are inspected daily during high-use season.	✓	

	Yes	No
All inspections are documented by the use of checklists.		✅
There is a system for documenting all repairs or other corrective action.	✅	
Written rules and regulations have been established for the use of park facilities by outside groups. Regulations include responsibilities of the user.	✅	
A hold-harmless or waiver of liability agreement, in favor of the agency, is required to be executed by the user(s) of the facility.	✅	
Users are required to furnish certificates of insurance with the agency named as additional insured on specified high-hazard and/or for-profit events.	✅	
Part-time and seasonal workers receive safety training.	✅	
Facilities are accessible to individuals with mobility disabilities.	✅	

12. New Page

11. Do you have Street and Road Operations?

Yes

13. New Page

12. SECTION VIII - Streets and Roads

	Yes	No
An inventory of all streets and roads that are owned or maintained by the agency has been completed and is updated annually.	✅	
An inventory of all traffic control signs and signals that are owned or maintained by the agency has been completed and is updated annually.	✅	
An inventory of all bridges that are owned or maintained by the agency has been completed and is updated annually.	✅	
A procedure exists by which all roads, signals and bridges are visually inspected at least annually.	✅	
The road, bridge and signal inspection program is documented.	✅	
Employees have been trained in work zone protection and barricading for the planning and set up of work zones.	✅	
There are procedures in place to reduce claims due to flying gravel and other debris from open trucks (i.e. tarping, sideboards, smaller loads, etc.).	✅	
Each vehicle is marked with an identification number so that flying debris claims can more easily be verified or disallowed.	✅	
All citizen complaints concerning road conditions and transportation spillage are documented as to date and time received and corrective action taken.	✅	
Repairs and maintenance are prioritized as regards potential for accident/injury.	✅	
Professional engineers are use for all design work.		✅

14. New Page

13. Do you have Utility Operations?

No

Loss Control Excellence Program

1.

1. Information

Your Name

Vicky Galloway

Your Email

vgalloway@co.douglas.nv.us

Organization Name

Douglas County

2. Page One

2. SECTION I - Loss Control Organization

	Yes	No
A Loss Control Policy Statement has been issued by entity management that defines the goals, objectives and responsibilities of the loss control program.	✅	
The Loss Control Policy Statement has been distributed to all employees.	✅	
A resolution/ordinance has been passed by the governing body to establish and promote the loss control program.	✅	
New employees are given a copy of the policy statement as part of their orientation.	✅	
The policy statement has been posted at prominent locations throughout the agency.	✅	
A loss control coordinator has been chosen to organize and oversee the entity's loss control program.	✅	
The loss control coordinator reports directly to top management. (i.e. mayor, city manager, county manager, etc.).	✅	
The loss control coordinator has completed at least one training class within the last two years that deals directly with loss control, safety, human resources, etc.	✅	
The loss control coordinator is a member of a local or national organization that is dedicated primarily to the promotion of loss control and safety. Some examples include PRIMA, ASSE, RIMS, etc.	✅	
Funds have been budgeted which are specifically allocated for the loss control program.	✅	
A safety committee has been established which is comprised of representatives from each major department or work group in the agency.	✅	
The safety committee has an established meeting schedule and announced in a manner so staff, management and elected official are aware of meeting times, locations, etc.	✅	
Minutes of each meeting are taken and distributed to committee members and management.	✅	
The safety committee has developed a written action plan that includes goals, objectives and projected target dates. The plan is reviewed and renewed at least annually.	✅	

	Yes	No
The safety committee prepares an annual written report to management which spells out what has been accomplished during the year and what activities and goals are planned for the coming year.	✓	
There is a system by which all major locations and work sites throughout the entity receive regular safety inspections.	✓	
All safety training documentation is maintained to be readily accessible.	✓	
Checklists that are specific to the type of location being inspected are used to document all safety inspections.	✓	
Safety inspection results are shared with the responsible supervisor or manager so that corrective action may be taken.	✓	
Supervisors and managers are responsible for taking timely action to safety inspection findings and recommendations.	✓	
Corrective action resulting from safety inspections is documented in a way to show when and how the hazard was corrected.	✓	
A formal program of claims review exists whereby past claims are analyzed in an effort to identify trends or areas of concern.	✓	
A hazard communication program is in place which makes MSDS readily accessible at each qualifying location.	✓	

3. New Page

3. SECTION II - Employment

	Yes	No
An entity-wide personnel system has been adopted. The system establishes procedures for application, interviewing, discipline and other human resource functions.	✓	
Each personnel file contains: application form, changes in pay record, reciept(s) for notification of changes in policies and procedures, job description, performance reviews, disciplinary actions, training and education documentation	✓	
An E.A.P. (Employee Assistance Program) is available to all employees.	✓	
Entity has established a Drug & Alcohol Free Workplace program.	✓	
Appropriate license and permit checks are performed on all new employees before assuming critical duties.	✓	
References are checked on prospective employees prior to offer of employment.	✓	
New employees receive training on accident and injury reporting procedures before beginning their assignment.	✓	
Medical records are maintained in locked limited access file separate from other files	✓	
I-9 forms are maintained separate from other files	✓	
Written job descriptions are maintained for each position. Job descriptions include physical requirements	✓	
Employees have access to policies and procedures manuals	✓	
Required employment related notices/posters are conspicuously displayed at appropriate locations	✓	
Standard application form has been reviewed and approved by Pool/Pact Human Resources	✓	
Job opportunities are posted and announced in accordance with personnel policy and collective bargaining agreements.	✓	
FSLA exempt/non-exempt positions have been identified.	✓	

	Yes	No
Legal compliance policies include: EEO, ADA, FMLA, FLSA, DOT Drug and Alcohol.	✓	
Employees have received harassment and discrimination training and there are procedures for acknowledging and investigating complaint.	✓	

4. New Page

4. SECTION III - Vehicle Fleet

	Yes	No
There is a vehicle use policy in place with written rules that outline drivers responsibility while operating agency vehicles	✓	
A mobile communications policy is in affect that states the approved methods of cell phone and radio use	✓	
Verification is obtained of current valid driver license of the appropriate class for the type of vehicle(s) being operated before drivers begin their assigned duties	✓	
Motor Vehicle Records (MVR's) for all drivers of agency vehicles are obtains and reviewed annually		✓
Driving standards have been established to qualify and determine driver eligibility	✓	
Drivers are given on-road assessment in a vehicle of the type to be driven under similar conditions		✓
A point or similar-type system has been established so that MVRs can be evaluated in an objective manner		✓
A policy is in place that triggers corrective measures if a driver develops a pattern of traffic violations or preventable accidents		✓
There is a program for replacing vehicles when they reach an established age and/or number of miles	✓	
The agency has a preventative maintenance program based on manufacturer's recommendations, is performed by qualified persons and includes recordkeeping of all service and repairs	✓	
Mechanics are responsible for safety checks of vehicles when routine or emergency maintenance is performed.	✓	
Drivers of DOT regulated vehicles conduct pre- and post-trip inspections with deficiencies noted and reported to the supervisor. Inspections include a check of all safety equipment.	✓	
Driver of non-DOT regulated vehicles are required to visually inspect the vehicle for unsafe conditions. Unsafe conditions are reported to fleet supervisor	✓	
Vehicles are equipped with fire extinguishers, first aid kits and emergency signaling equipment (reflective triangles, flares etc.).	✓	
Each vehicle has been provided a "glove box" accident reporting packet to be completed at accident scene.	✓	
An accident review board or safety committee evaluates all vehicle accidents to determine preventability and to make corrective action recommendations.	✓	

5. New Page

5. SECTION IV - FISCAL CONTROLS

	Yes	No
Are there written policies and procedures for the collection, recording, safeguarding and depositing of cash receipts for all locations?	✓	
Are responsibilities for cash receipt functions segregated from those for cash disbursement?	✓	

	Yes	No
Are responsibilities for preparing and approving back account reconciliations segregated from other cash receipt or disbursement functions?	✓	
Is responsibility for petty cash accounts vested in one individual?	✓	
Are only original receipts (no photocopies) used to support petty cash disbursements?	✓	
Are physical security safeguards maintained where cash is stored and processed?	✓	
Is a balance and summary of all cash receipts prepared daily?	✓	
Are purchases of postage paid for by check only?	✓	
Are purchases of postage compared to postage meter usage?	✓	
Is there a procedure in place to control receipt, issue, inventory and access to blank checks?	✓	
Are checks pre-numbered?	✓	
Does someone approve bills for payment other than the persons who sign checks?	✓	
Is the signature plate and use of the check signing device kept under the control of the official whose name appears on the signature plate?	✓	
Are bank statements reconciled monthly?	✓	
Are safe or vault contents inventoried monthly?	✓	
Are physical inventory counts periodically conducted and reconciled with receiving reports?	✓	
Are the duties of programmers and operators separate?	✓	
Is access to terminals and data entry restricted to authorized employees?	✓	
Is password security over computer systems set-up on an individual basis?	✓	
Are employees required to take periodic vacations and in their absence do other employees perform their work?	✓	

6. New Page

6. Do you have Law Enforcement Operations?

Yes

7. New Page

7. SECTION V - Law Enforcement

	Yes	No
Agency has adopted a policies and procedures manual which covers jail, patrol and administrative operations.	✓	
There is a person assigned to keeping the policies and procedures manual updated and ensuring that all new and updated procedures are distributed to field personnel in a timely manner.	✓	
In the past 18 months, the policies and procedures manuals have been thoroughly reviewed by legal counsel for legal content.	✓	
All officers are required to be P.O.S.T. certified before they are assigned to unsupervised duties.	✓	
There is a policy that provides for the review of all use of force incidents.	✓	
Training meets P.O.S.T. minimum continuing education requirements.	✓	

	Yes	No
All training documentation for paid and reserve officers includes topic description, time, date, location and attendance details.	✅	
The department has written standards for employee recruiting and selection. Standards have been reviewed to eliminate any discriminatory requirements or language.	✅	
Senior management has received training in employment practices liability.	✅	
There are written standards for the type of weapons and ammunition that may be carried by officers.	✅	
There is a program by which officers are required to qualify or requalify with weapons in use on at least an semi-annual basis.	✅	
The department has a program for the physical readiness of officers. This program includes physical qualifications that are job-related but do not violate the employee's rights under the Americans with Disabilities Act.	✅	
The department is included in local and regional emergency response plans and has received training regarding foreseeable emergency situations.	✅	
Mutual aid agreements with other jurisdictions are in written form that spells out each department's responsibilities and duties in the event of a mutual aid incident.	✅	
Drivers of emergency vehicles receive on-going emergency response and pursuit driving training.	✅	
There are written protocols and procedures for initiating and suspending high speed pursuit.	✅	
The department either prohibits ride-alongs or has developed a comprehensive civilian ride-along program.	✅	
Jail staff have received suicide prevention training.	✅	
Prisoners' physical condition is documented at the time of intake into holding facility.	✅	
A procedure is in place for protecting the security of prisoners' personal possessions.	✅	
The jail can accommodate ADA affected prisoners.	✅	

8. New Page

8. Do you have Fire Service Operations?

Yes

9. New Page

9. SECTION VI - Fire Services

	Yes	No
There are written operating procedures in place.	✅	
Volunteers receive fire response training according to a specified schedule.	✅	
Mutual aid agreements with other jurisdictions are in written form that spells out each department's responsibilities and duties in the event of a mutual aid incident.	✅	
The department is included in local and regional emergency response plans and has received training regarding foreseeable emergency situations.	✅	
The department has a program of pre-incident planning by which high-risk fire exposures in the jurisdiction are analyzed for response and control contingencies.	✅	
Firefighters receive training in pre-incident planning.	✅	
A written hazardous materials (HAZMAT) plan has been developed and implemented.	✅	

	Yes	No
The HAZMAT plan includes provisions for training.	✔	
The HAZMAT plan includes provisions for procurement and maintenance of required equipment.	✔	
Material Safety Data Sheets (MSDS) are kept on file and readily accessible if needed.	✔	
The department has established a policy by which drivers of emergency equipment must meet competency requirements. Volunteer departments should have a list of qualified drivers posted and persons not on the list are excluded from operating vehicles in the	✔	
Drivers receive emergency response driver training and this training is documented.	✔	
There is a vehicle maintenance program for all emergency vehicles and apparatus based on mileage and/or hours of service.	✔	
There is a system for reporting safety problems with vehicles.	✔	
Corrective action and repairs are documented by vehicle.	✔	

10. New Page

10. Do you have a Parks and Recreation Department?

Yes

11. New Page

11. SECTION VII - Parks and Recreation

	Yes	No
Grounds and facilities are inspected (at least weekly during high-use season) for safety and liability hazards.	✔	
Hazard critical areas such as playgrounds and swimming pools are inspected daily during high-use season.	✔	
All inspections are documented by the use of checklists.	✔	
There is a system for documenting all repairs or other corrective action.	✔	
Written rules and regulations have been established for the use of park facilities by outside groups. Regulations include responsibilities of the user.	✔	
A hold-harmless or waiver of liability agreement, in favor of the agency, is required to be executed by the user(s) of the facility.	✔	
Users are required to furnish certificates of insurance with the agency named as additional insured on specified high-hazard and/or for-profit events.	✔	
Part-time and seasonal workers receive safety training.	✔	
Facilities are accessible to individuals with mobility disabilities.	✔	

12. New Page

12. Do you have Street and Road Operations?

Yes

13. New Page

13. SECTION VIII - Streets and Roads

	Yes	No
An inventory of all streets and roads that are owned or maintained by the agency has been completed and is updated annually.	✓	
An inventory of all traffic control signs and signals that are owned or maintained by the agency has been completed and is updated annually.	✓	
An inventory of all bridges that are owned or maintained by the agency has been completed and is updated annually.	✓	
A procedure exists by which all roads, signals and bridges are visually inspected at least annually.	✓	
The road, bridge and signal inspection program is documented.	✓	
Employees have been trained in work zone protection and barricading for the planning and set up of work zones.	✓	
There are procedures in place to reduce claims due to flying gravel and other debris from open trucks (i.e. tarping, sideboards, smaller loads, etc.).	✓	
Each vehicle is marked with an identification number so that flying debris claims can more easily be verified or disallowed.	✓	
All citizen complaints concerning road conditions and transportation spillage are documented as to date and time received and corrective action taken.	✓	
Repairs and maintenance are prioritized as regards potential for accident/injury.	✓	
Professional engineers are use for all design work.	✓	

14. New Page

14. Do you have Utility Operations?

Yes

15. New Page

15. SECTION IX - Utilities

	Yes	No
Agency has an in-house call before digging program or subscribes to an outside locating service.	✓	
There is a program by which citizen complaints are documented as to time and date received.	✓	
Response to citizen complaints is documented.	✓	
Systems are regularly inspected and inspections are documented.	✓	
A written emergency response plan has been formulated and adopted.	✓	
Employees have received training on their duties and responsibilities under the emergency response plan.	✓	
Employees have received training in trenching safety.	✓	
Employees have received confined space training.	✓	
Employees have received training in the safe placement of poles, boxes, transformers, etc.	✓	

The agency has a safety awareness program to inform customers of the hazards involved with the product they provide.	✅	
A program exists to inform customers when planned interruptions in service will occur.	✅	

Loss Control Excellence Program

1.

1. Information

Your Name

Stephen West

Your Email

wmcadsw@winnemuccacity.org

Organization Name

Winnemucca, City of

2. Page One

2. SECTION I - Loss Control Organization

	Yes	No
A Loss Control Policy Statement has been issued by entity management that defines the goals, objectives and responsibilities of the loss control program.	✔	
The Loss Control Policy Statement has been distributed to all employees.	✔	
A resolution/ordinance has been passed by the governing body to establish and promote the loss control program.	✔	
New employees are given a copy of the policy statement as part of their orientation.	✔	
The policy statement has been posted at prominent locations throughout the agency.	✔	
A loss control coordinator has been chosen to organize and oversee the entity's loss control program.	✔	
The loss control coordinator reports directly to top management. (i.e. mayor, city manager, county manager, etc.).	✔	
The loss control coordinator has completed at least one training class within the last two years that deals directly with loss control, safety, human resources, etc.	✔	
The loss control coordinator is a member of a local or national organization that is dedicated primarily to the promotion of loss control and safety. Some examples include PRIMA, ASSE, RIMS, etc.	✔	
Funds have been budgeted which are specifically allocated for the loss control program.	✔	
A safety committee has been established which is comprised of representatives from each major department or work group in the agency.	✔	
The safety committee has an established meeting schedule and announced in a manner so staff, management and elected official are aware of meeting times, locations, etc.	✔	
Minutes of each meeting are taken and distributed to committee members and management.		✔
The safety committee has developed a written action plan that includes goals, objectives and projected target dates. The plan is reviewed and renewed at least annually.	✔	

	Yes	No
The safety committee prepares an annual written report to management which spells out what has been accomplished during the year and what activities and goals are planned for the coming year.		✓
There is a system by which all major locations and work sites throughout the entity receive regular safety inspections.	✓	
All safety training documentation is maintained to be readily accessible.	✓	
Checklists that are specific to the type of location being inspected are used to document all safety inspections.	✓	
Safety inspection results are shared with the responsible supervisor or manager so that corrective action may be taken.	✓	
Supervisors and managers are responsible for taking timely action to safety inspection findings and recommendations.	✓	
Corrective action resulting from safety inspections is documented in a way to show when and how the hazard was corrected.	✓	
A formal program of claims review exists whereby past claims are analyzed in an effort to identify trends or areas of concern.	✓	
A hazard communication program is in place which makes MSDS readily accessible at each qualifying location.	✓	

3. New Page

3. SECTION II - Employment

	Yes	No
An entity-wide personnel system has been adopted. The system establishes procedures for application, interviewing, discipline and other human resource functions.	✓	
Each personnel file contains: application form, changes in pay record, reciept(s) for notification of changes in policies and procedures, job description, performance reviews, disciplinary actions, training and education documentation	✓	
An E.A.P. (Employee Assistance Program) is available to all employees.	✓	
Entity has established a Drug & Alcohol Free Workplace program.	✓	
Appropriate license and permit checks are performed on all new employees before assuming critical duties.	✓	
References are checked on prospective employees prior to offer of employment.	✓	
New employees receive training on accident and injury reporting procedures before beginning their assignment.	✓	
Medical records are maintained in locked limited access file separate from other files	✓	
I-9 forms are maintained separate from other files	✓	
Written job descriptions are maintained for each position. Job descriptions include physical requirements	✓	
Employees have access to policies and procedures manuals	✓	
Required employment related notices/posters are conspicuously displayed at appropriate locations	✓	
Standard application form has been reviewed and approved by Pool/Pact Human Resources	✓	
Job opportunities are posted and announced in accordance with personnel policy and collective bargaining agreements.	✓	
FSLA exempt/non-exempt positions have been identified.	✓	

	Yes	No
Legal compliance policies include: EEO, ADA, FMLA, FLSA, DOT Drug and Alcohol.	✓	
Employees have received harassment and discrimination training and there are procedures for acknowledging and investigating complaint.	✓	

4. New Page

4. SECTION III - Vehicle Fleet

	Yes	No
There is a vehicle use policy in place with written rules that outline drivers responsibility while operating agency vehicles	✓	
A mobile communications policy is in affect that states the approved methods of cell phone and radio use	✓	
Verification is obtained of current valid driver license of the appropriate class for the type of vehicle(s) being operated before drivers begin their assigned duties	✓	
Motor Vehicle Records (MVR's) for all drivers of agency vehicles are obtains and reviewed annually		✓
Driving standards have been established to qualify and determine driver eligibility	✓	
Drivers are given on-road assessment in a vehicle of the type to be driven under similar conditions	✓	
A point or similar-type system has been established so that MVRs can be evaluated in an objective manner	✓	
A policy is in place that triggers corrective measures if a driver develops a pattern of traffic violations or preventable accidents	✓	
There is a program for replacing vehicles when they reach an established age and/or number of miles	✓	
The agency has a preventative maintenance program based on manufacturer's recommendations, is performed by qualified persons and includes recordkeeping of all service and repairs	✓	
Mechanics are responsible for safety checks of vehicles when routine or emergency maintenance is performed.	✓	
Drivers of DOT regulated vehicles conduct pre- and post-trip inspections with deficiencies noted and reported to the supervisor. Inspections include a check of all safety equipment.	✓	
Driver of non-DOT regulated vehicles are required to visually inspect the vehicle for unsafe conditions. Unsafe conditions are reported to fleet supervisor	✓	
Vehicles are equipped with fire extinguishers, first aid kits and emergency signaling equipment (reflective triangles, flares etc.).	✓	
Each vehicle has been provided a "glove box" accident reporting packet to be completed at accident scene.	✓	
An accident review board or safety committee evaluates all vehicle accidents to determine preventability and to make corrective action recommendations.		✓

5. New Page

5. SECTION IV - FISCAL CONTROLS

	Yes	No
Are there written policies and procedures for the collection, recording, safeguarding and depositing of cash receipts for all locations?	✓	
Are responsibilities for cash receipt functions segregated from those for cash disbursement?	✓	

	Yes	No
Are responsibilities for preparing and approving back account reconciliations segregated from other cash receipt or disbursement functions?	✅	
Is responsibility for petty cash accounts vested in one individual?	✅	
Are only original receipts (no photocopies) used to support petty cash disbursements?	✅	
Are physical security safeguards maintained where cash is stored and processed?	✅	
Is a balance and summary of all cash receipts prepared daily?	✅	
Are purchases of postage paid for by check only?	✅	
Are purchases of postage compared to postage meter usage?		✅
Is there a procedure in place to control receipt, issue, inventory and access to blank checks?	✅	
Are checks pre-numbered?	✅	
Does someone approve bills for payment other than the persons who sign checks?	✅	
Is the signature plate and use of the check signing device kept under the control of the official whose name appears on the signature plate?	✅	
Are bank statements reconciled monthly?	✅	
Are safe or vault contents inventoried monthly?		✅
Are physical inventory counts periodically conducted and reconciled with receiving reports?	✅	
Are the duties of programmers and operators separate?	✅	
Is access to terminals and data entry restricted to authorized employees?	✅	
Is password security over computer systems set-up on an individual basis?	✅	
Are employees required to take periodic vacations and in their absence do other employees perform their work?	✅	

6. New Page

6. Do you have Law Enforcement Operations?

Yes

7. New Page

7. SECTION V - Law Enforcement

	Yes	No
Agency has adopted a policies and procedures manual which covers jail, patrol and administrative operations.	✅	
There is a person assigned to keeping the policies and procedures manual updated and ensuring that all new and updated procedures are distributed to field personnel in a timely manner.	✅	
In the past 18 months, the policies and procedures manuals have been thoroughly reviewed by legal counsel for legal content.	✅	
All officers are required to be P.O.S.T. certified before they are assigned to unsupervised duties.	✅	
There is a policy that provides for the review of all use of force incidents.	✅	
Training meets P.O.S.T. minimum continuing education requirements.	✅	

	Yes	No
All training documentation for paid and reserve officers includes topic description, time, date, location and attendance details.	✅	
The department has written standards for employee recruiting and selection. Standards have been reviewed to eliminate any discriminatory requirements or language.	✅	
Senior management has received training in employment practices liability.	✅	
There are written standards for the type of weapons and ammunition that may be carried by officers.	✅	
There is a program by which officers are required to qualify or requalify with weapons in use on at least an semi-annual basis.	✅	
The department has a program for the physical readiness of officers. This program includes physical qualifications that are job-related but do not violate the employee's rights under the Americans with Disabilities Act.	✅	
The department is included in local and regional emergency response plans and has received training regarding foreseeable emergency situations.	✅	
Mutual aid agreements with other jurisdictions are in written form that spells out each department's responsibilities and duties in the event of a mutual aid incident.	✅	
Drivers of emergency vehicles receive on-going emergency response and pursuit driving training.	✅	
There are written protocols and procedures for initiating and suspending high speed pursuit.	✅	
The department either prohibits ride-alongs or has developed a comprehensive civilian ride-along program.	✅	
Jail staff have received suicide prevention training.	✅	
Prisoners' physical condition is documented at the time of intake into holding facility.	✅	
A procedure is in place for protecting the security of prisoners' personal possessions.	✅	
The jail can accommodate ADA affected prisoners.	✅	

8. New Page

8. Do you have Fire Service Operations?

Yes

9. New Page

9. SECTION VI - Fire Services

	Yes	No
There are written operating procedures in place.	✅	
Volunteers receive fire response training according to a specified schedule.	✅	
Mutual aid agreements with other jurisdictions are in written form that spells out each department's responsibilities and duties in the event of a mutual aid incident.	✅	
The department is included in local and regional emergency response plans and has received training regarding foreseeable emergency situations.	✅	
The department has a program of pre-incident planning by which high-risk fire exposures in the jurisdiction are analyzed for response and control contingencies.	✅	
Firefighters receive training in pre-incident planning.	✅	
A written hazardous materials (HAZMAT) plan has been developed and implemented.	✅	

	Yes	No
The HAZMAT plan includes provisions for training.	✓	
The HAZMAT plan includes provisions for procurement and maintenance of required equipment.	✓	
Material Safety Data Sheets (MSDS) are kept on file and readily accessible if needed.	✓	
The department has established a policy by which drivers of emergency equipment must meet competency requirements. Volunteer departments should have a list of qualified drivers posted and persons not on the list are excluded from operating vehicles in the	✓	
Drivers receive emergency response driver training and this training is documented.	✓	
There is a vehicle maintenance program for all emergency vehicles and apparatus based on mileage and/or hours of service.	✓	
There is a system for reporting safety problems with vehicles.	✓	
Corrective action and repairs are documented by vehicle.	✓	

10. New Page

10. Do you have a Parks and Recreation Department?

Yes

11. New Page

11. SECTION VII - Parks and Recreation

	Yes	No
Grounds and facilities are inspected (at least weekly during high-use season) for safety and liability hazards.	✓	
Hazard critical areas such as playgrounds and swimming pools are inspected daily during high-use season.	✓	
All inspections are documented by the use of checklists.	✓	
There is a system for documenting all repairs or other corrective action.	✓	
Written rules and regulations have been established for the use of park facilities by outside groups. Regulations include responsibilities of the user.	✓	
A hold-harmless or waiver of liability agreement, in favor of the agency, is required to be executed by the user(s) of the facility.	✓	
Users are required to furnish certificates of insurance with the agency named as additional insured on specified high-hazard and/or for-profit events.	✓	
Part-time and seasonal workers receive safety training.	✓	
Facilities are accessible to individuals with mobility disabilities.	✓	

12. New Page

12. Do you have Street and Road Operations?

Yes

13. New Page

13. SECTION VIII - Streets and Roads

	Yes	No
An inventory of all streets and roads that are owned or maintained by the agency has been completed and is updated annually.	✅	
An inventory of all traffic control signs and signals that are owned or maintained by the agency has been completed and is updated annually.	✅	
An inventory of all bridges that are owned or maintained by the agency has been completed and is updated annually.	✅	
A procedure exists by which all roads, signals and bridges are visually inspected at least annually.	✅	
The road, bridge and signal inspection program is documented.		✅
Employees have been trained in work zone protection and barricading for the planning and set up of work zones.	✅	
There are procedures in place to reduce claims due to flying gravel and other debris from open trucks (i.e. tarping, sideboards, smaller loads, etc.).	✅	
Each vehicle is marked with an identification number so that flying debris claims can more easily be verified or disallowed.	✅	
All citizen complaints concerning road conditions and transportation spillage are documented as to date and time received and corrective action taken.	✅	
Repairs and maintenance are prioritized as regards potential for accident/injury.	✅	
Professional engineers are use for all design work.	✅	

14. New Page

14. Do you have Utility Operations?

Yes

15. New Page

15. SECTION IX - Utilities

	Yes	No
Agency has an in-house call before digging program or subscribes to an outside locating service.	✅	
There is a program by which citizen complaints are documented as to time and date received.	✅	
Response to citizen complaints is documented.	✅	
Systems are regularly inspected and inspections are documented.	✅	
A written emergency response plan has been formulated and adopted.	✅	
Employees have received training on their duties and responsibilities under the emergency response plan.	✅	
Employees have received training in trenching safety.	✅	
Employees have received confined space training.	✅	
Employees have received training in the safe placement of poles, boxes, transformers, etc.		✅

The agency has a safety awareness program to inform customers of the hazards involved with the product they provide.		✅
A program exists to inform customers when planned interruptions in service will occur.	✅	

Loss Control Excellence Program

1.

1. Information

Your Name

Gerry Eick

Your Email

gwe@ivgid.org

Organization Name

Incline Village General Improvement District

2. Page One

2. SECTION I - Loss Control Organization

	Yes	No
A Loss Control Policy Statement has been issued by entity management that defines the goals, objectives and responsibilities of the loss control program.	✅	
The Loss Control Policy Statement has been distributed to all employees.	✅	
A resolution/ordinance has been passed by the governing body to establish and promote the loss control program.	✅	
New employees are given a copy of the policy statement as part of their orientation.	✅	
The policy statement has been posted at prominent locations throughout the agency.	✅	
A loss control coordinator has been chosen to organize and oversee the entity's loss control program.	✅	
The loss control coordinator reports directly to top management. (i.e. mayor, city manager, county manager, etc.).	✅	
The loss control coordinator has completed at least one training class within the last two years that deals directly with loss control, safety, human resources, etc.	✅	
The loss control coordinator is a member of a local or national organization that is dedicated primarily to the promotion of loss control and safety. Some examples include PRIMA, ASSE, RIMS, etc.	✅	
Funds have been budgeted which are specifically allocated for the loss control program.	✅	
A safety committee has been established which is comprised of representatives from each major department or work group in the agency.	✅	
The safety committee has an established meeting schedule and announced in a manner so staff, management and elected official are aware of meeting times, locations, etc.	✅	
Minutes of each meeting are taken and distributed to committee members and management.	✅	
The safety committee has developed a written action plan that includes goals, objectives and projected target dates. The plan is reviewed and renewed at least annually.	✅	

	Yes	No
The safety committee prepares an annual written report to management which spells out what has been accomplished during the year and what activities and goals are planned for the coming year.	✓	
There is a system by which all major locations and work sites throughout the entity receive regular safety inspections.	✓	
All safety training documentation is maintained to be readily accessible.	✓	
Checklists that are specific to the type of location being inspected are used to document all safety inspections.	✓	
Safety inspection results are shared with the responsible supervisor or manager so that corrective action may be taken.	✓	
Supervisors and managers are responsible for taking timely action to safety inspection findings and recommendations.	✓	
Corrective action resulting from safety inspections is documented in a way to show when and how the hazard was corrected.	✓	
A formal program of claims review exists whereby past claims are analyzed in an effort to identify trends or areas of concern.	✓	
A hazard communication program is in place which makes MSDS readily accessible at each qualifying location.	✓	

3. New Page

3. SECTION II - Employment

	Yes	No
An entity-wide personnel system has been adopted. The system establishes procedures for application, interviewing, discipline and other human resource functions.	✓	
Each personnel file contains: application form, changes in pay record, reciept(s) for notification of changes in policies and procedures, job description, performance reviews, disciplinary actions, training and education documentation	✓	
An E.A.P. (Employee Assistance Program) is available to all employees.	✓	
Entity has established a Drug & Alcohol Free Workplace program.	✓	
Appropriate license and permit checks are performed on all new employees before assuming critical duties.	✓	
References are checked on prospective employees prior to offer of employment.	✓	
New employees receive training on accident and injury reporting procedures before beginning their assignment.	✓	
Medical records are maintained in locked limited access file separate from other files	✓	
I-9 forms are maintained separate from other files	✓	
Written job descriptions are maintained for each position. Job descriptions include physical requirements	✓	
Employees have access to policies and procedures manuals	✓	
Required employment related notices/posters are conspicuously displayed at appropriate locations	✓	
Standard application form has been reviewed and approved by Pool/Pact Human Resources	✓	
Job opportunities are posted and announced in accordance with personnel policy and collective bargaining agreements.	✓	
FSLA exempt/non-exempt positions have been identified.	✓	

| | Legal compliance policies include: EEO, ADA, FMLA, FLSA, DOT Drug and Alcohol. | ✓ | |
| Employees have received harassment and discrimination training and there are procedures for acknowledging and investigating complaint. | ✓ | |

4. New Page

4. SECTION III - Vehicle Fleet

	Yes	No
There is a vehicle use policy in place with written rules that outline drivers responsibility while operating agency vehicles	✓	
A mobile communications policy is in affect that states the approved methods of cell phone and radio use	✓	
Verification is obtained of current valid driver license of the appropriate class for the type of vehicle(s) being operated before drivers begin their assigned duties	✓	
Motor Vehicle Records (MVR's) for all drivers of agency vehicles are obtains and reviewed annually	✓	
Driving standards have been established to qualify and determine driver eligibility	✓	
Drivers are given on-road assessment in a vehicle of the type to be driven under similar conditions	✓	
A point or similar-type system has been established so that MVRs can be evaluated in an objective manner	✓	
A policy is in place that triggers corrective measures if a driver develops a pattern of traffic violations or preventable accidents	✓	
There is a program for replacing vehicles when they reach an established age and/or number of miles	✓	
The agency has a preventative maintenance program based on manufacturer's recommendations, is performed by qualified persons and includes recordkeeping of all service and repairs	✓	
Mechanics are responsible for safety checks of vehicles when routine or emergency maintenance is performed.	✓	
Drivers of DOT regulated vehicles conduct pre- and post-trip inspections with deficiencies noted and reported to the supervisor. Inspections include a check of all safety equipment.	✓	
Driver of non-DOT regulated vehicles are required to visually inspect the vehicle for unsafe conditions. Unsafe conditions are reported to fleet supervisor	✓	
Vehicles are equipped with fire extinguishers, first aid kits and emergency signaling equipment (reflective triangles, flares etc.).	✓	
Each vehicle has been provided a "glove box" accident reporting packet to be completed at accident scene.	✓	
An accident review board or safety committee evaluates all vehicle accidents to determine preventability and to make corrective action recommendations.	✓	

5. New Page

5. SECTION IV - FISCAL CONTROLS

	Yes	No
Are there written policies and procedures for the collection, recording, safeguarding and depositing of cash receipts for all locations?	✓	
Are responsibilities for cash receipt functions segregated from those for cash disbursement?	✓	

	Yes	No
Are responsibilities for preparing and approving back account reconciliations segregated from other cash receipt or disbursement functions?	✅	
Is responsibility for petty cash accounts vested in one individual?	✅	
Are only original receipts (no photocopies) used to support petty cash disbursements?	✅	
Are physical security safeguards maintained where cash is stored and processed?	✅	
Is a balance and summary of all cash receipts prepared daily?	✅	
Are purchases of postage paid for by check only?	✅	
Are purchases of postage compared to postage meter usage?	✅	
Is there a procedure in place to control receipt, issue, inventory and access to blank checks?	✅	
Are checks pre-numbered?		✅
Does someone approve bills for payment other than the persons who sign checks?	✅	
Is the signature plate and use of the check signing device kept under the control of the official whose name appears on the signature plate?	✅	
Are bank statements reconciled monthly?	✅	
Are safe or vault contents inventoried monthly?	✅	
Are physical inventory counts periodically conducted and reconciled with receiving reports?	✅	
Are the duties of programmers and operators separate?	✅	
Is access to terminals and data entry restricted to authorized employees?	✅	
Is password security over computer systems set-up on an individual basis?	✅	
Are employees required to take periodic vacations and in their absence do other employees perform their work?		✅

6. New Page

6. Do you have Law Enforcement Operations?

No

8. New Page

7. Do you have Fire Service Operations?

No

10. New Page

8. Do you have a Parks and Recreation Department?

Yes

11. New Page

9. SECTION VII - Parks and Recreation

	Yes	No
Grounds and facilities are inspected (at least weekly during high-use season) for safety and liability hazards.	✅	
Hazard critical areas such as playgrounds and swimming pools are inspected daily during high-use season.	✅	
All inspections are documented by the use of checklists.	✅	
There is a system for documenting all repairs or other corrective action.	✅	
Written rules and regulations have been established for the use of park facilities by outside groups. Regulations include responsibilities of the user.	✅	
A hold-harmless or waiver of liability agreement, in favor of the agency, is required to be executed by the user(s) of the facility.	✅	
Users are required to furnish certificates of insurance with the agency named as additional insured on specified high-hazard and/or for-profit events.	✅	
Part-time and seasonal workers receive safety training.	✅	
Facilities are accessible to individuals with mobility disabilities.	✅	

12. New Page

10. Do you have Street and Road Operations?

No

14. New Page

11. Do you have Utility Operations?

Yes

15. New Page

12. SECTION IX - Utilities

	Yes	No
Agency has an in-house call before digging program or subscribes to an outside locating service.	✅	
There is a program by which citizen complaints are documented as to time and date received.	✅	
Response to citizen complaints is documented.	✅	
Systems are regularly inspected and inspections are documented.	✅	
A written emergency response plan has been formulated and adopted.	✅	
Employees have received training on their duties and responsibilities under the emergency response plan.	✅	
Employees have received training in trenching safety.	✅	

Employees have received confined space training.	✓	
Employees have received training in the safe placement of poles, boxes, transformers, etc.	✓	
The agency has a safety awareness program to inform customers of the hazards involved with the product they provide.	✓	
A program exists to inform customers when planned interruptions in service will occur.	✓	

Loss Control Excellence Program

Response ID:24 Data

1.

1. Information

Your Name

Gina Mendez

Your Email

gmendez@mesquitenv.gov

Organization Name

Mesquite, City of

2. Page One

2. SECTION I - Loss Control Organization

	Yes	No
A Loss Control Policy Statement has been issued by entity management that defines the goals, objectives and responsibilities of the loss control program.	✓	
The Loss Control Policy Statement has been distributed to all employees.	✓	
A resolution/ordinance has been passed by the governing body to establish and promote the loss control program.		✓
New employees are given a copy of the policy statement as part of their orientation.	✓	
The policy statement has been posted at prominent locations throughout the agency.	✓	
A loss control coordinator has been chosen to organize and oversee the entity's loss control program.	✓	
The loss control coordinator reports directly to top management. (i.e. mayor, city manager, county manager, etc.).	✓	
The loss control coordinator has completed at least one training class within the last two years that deals directly with loss control, safety, human resources, etc.	✓	
The loss control coordinator is a member of a local or national organization that is dedicated primarily to the promotion of loss control and safety. Some examples include PRIMA, ASSE, RIMS, etc.	✓	
Funds have been budgeted which are specifically allocated for the loss control program.	✓	
A safety committee has been established which is comprised of representatives from each major department or work group in the agency.		✓
The safety committee has an established meeting schedule and announced in a manner so staff, management and elected official are aware of meeting times, locations, etc.		✓
Minutes of each meeting are taken and distributed to committee members and management.		✓
The safety committee has developed a written action plan that includes goals, objectives and projected target dates. The plan is reviewed and renewed at least annually.		✓

	Yes	No
The safety committee prepares an annual written report to management which spells out what has been accomplished during the year and what activities and goals are planned for the coming year.		✓
There is a system by which all major locations and work sites throughout the entity receive regular safety inspections.	✓	
All safety training documentation is maintained to be readily accessible.	✓	
Checklists that are specific to the type of location being inspected are used to document all safety inspections.	✓	
Safety inspection results are shared with the responsible supervisor or manager so that corrective action may be taken.	✓	
Supervisors and managers are responsible for taking timely action to safety inspection findings and recommendations.	✓	
Corrective action resulting from safety inspections is documented in a way to show when and how the hazard was corrected.	✓	
A formal program of claims review exists whereby past claims are analyzed in an effort to identify trends or areas of concern.	✓	
A hazard communication program is in place which makes MSDS readily accessible at each qualifying location.	✓	

3. New Page

3. SECTION II - Employment

	Yes	No
An entity-wide personnel system has been adopted. The system establishes procedures for application, interviewing, discipline and other human resource functions.	✓	
Each personnel file contains: application form, changes in pay record, reciept(s) for notification of changes in policies and procedures, job description, performance reviews, disciplinary actions, training and education documentation	✓	
An E.A.P. (Employee Assistance Program) is available to all employees.	✓	
Entity has established a Drug & Alcohol Free Workplace program.	✓	
Appropriate license and permit checks are performed on all new employees before assuming critical duties.	✓	
References are checked on prospective employees prior to offer of employment.	✓	
New employees receive training on accident and injury reporting procedures before beginning their assignment.	✓	
Medical records are maintained in locked limited access file separate from other files	✓	
I-9 forms are maintained separate from other files	✓	
Written job descriptions are maintained for each position. Job descriptions include physical requirements	✓	
Employees have access to policies and procedures manuals	✓	
Required employment related notices/posters are conspicuously displayed at appropriate locations	✓	
Standard application form has been reviewed and approved by Pool/Pact Human Resources	✓	
Job opportunities are posted and announced in accordance with personnel policy and collective bargaining agreements.	✓	
FSLA exempt/non-exempt positions have been identified.	✓	

Legal compliance policies include: EEO, ADA, FMLA, FLSA, DOT Drug and Alcohol.	✓	
Employees have received harassment and discrimination training and there are procedures for acknowledging and investigating complaint.	✓	

4. New Page

4. SECTION III - Vehicle Fleet

	Yes	No
There is a vehicle use policy in place with written rules that outline drivers responsibility while operating agency vehicles	✓	
A mobile communications policy is in affect that states the approved methods of cell phone and radio use	✓	
Verification is obtained of current valid driver license of the appropriate class for the type of vehicle(s) being operated before drivers begin their assigned duties	✓	
Motor Vehicle Records (MVR's) for all drivers of agency vehicles are obtains and reviewed annually	✓	
Driving standards have been established to qualify and determine driver eligibility	✓	
Drivers are given on-road assessment in a vehicle of the type to be driven under similar conditions	✓	
A point or similar-type system has been established so that MVRs can be evaluated in an objective manner	✓	
A policy is in place that triggers corrective measures if a driver develops a pattern of traffic violations or preventable accidents	✓	
There is a program for replacing vehicles when they reach an established age and/or number of miles	✓	
The agency has a preventative maintenance program based on manufacturer's recommendations, is performed by qualified persons and includes recordkeeping of all service and repairs	✓	
Mechanics are responsible for safety checks of vehicles when routine or emergency maintenance is performed.	✓	
Drivers of DOT regulated vehicles conduct pre- and post-trip inspections with deficiencies noted and reported to the supervisor. Inspections include a check of all safety equipment.	✓	
Driver of non-DOT regulated vehicles are required to visually inspect the vehicle for unsafe conditions. Unsafe conditions are reported to fleet supervisor	✓	
Vehicles are equipped with fire extinguishers, first aid kits and emergency signaling equipment (reflective triangles, flares etc.).	✓	
Each vehicle has been provided a "glove box" accident reporting packet to be completed at accident scene.	✓	
An accident review board or safety committee evaluates all vehicle accidents to determine preventability and to make corrective action recommendations.		✓

5. New Page

5. SECTION IV - FISCAL CONTROLS

	Yes	No
Are there written policies and procedures for the collection, recording, safeguarding and depositing of cash receipts for all locations?	✓	
Are responsibilities for cash receipt functions segregated from those for cash disbursement?	✓	

	Yes	No
Are responsibilities for preparing and approving back account reconciliations segregated from other cash receipt or disbursement functions?	✅	
Is responsibility for petty cash accounts vested in one individual?		✅
Are only original receipts (no photocopies) used to support petty cash disbursements?	✅	
Are physical security safeguards maintained where cash is stored and processed?	✅	
Is a balance and summary of all cash receipts prepared daily?	✅	
Are purchases of postage paid for by check only?	✅	
Are purchases of postage compared to postage meter usage?	✅	
Is there a procedure in place to control receipt, issue, inventory and access to blank checks?	✅	
Are checks pre-numbered?	✅	
Does someone approve bills for payment other than the persons who sign checks?	✅	
Is the signature plate and use of the check signing device kept under the control of the official whose name appears on the signature plate?	✅	
Are bank statements reconciled monthly?	✅	
Are safe or vault contents inventoried monthly?	✅	
Are physical inventory counts periodically conducted and reconciled with receiving reports?	✅	
Are the duties of programmers and operators separate?	✅	
Is access to terminals and data entry restricted to authorized employees?	✅	
Is password security over computer systems set-up on an individual basis?	✅	
Are employees required to take periodic vacations and in their absence do other employees perform their work?	✅	

6. New Page

6. Do you have Law Enforcement Operations?

Yes

7. New Page

7. SECTION V - Law Enforcement

	Yes	No
Agency has adopted a policies and procedures manual which covers jail, patrol and administrative operations.	✅	
There is a person assigned to keeping the policies and procedures manual updated and ensuring that all new and updated procedures are distributed to field personnel in a timely manner.	✅	
In the past 18 months, the policies and procedures manuals have been thoroughly reviewed by legal counsel for legal content.	✅	
All officers are required to be P.O.S.T. certified before they are assigned to unsupervised duties.	✅	
There is a policy that provides for the review of all use of force incidents.	✅	
Training meets P.O.S.T. minimum continuing education requirements.	✅	

	Yes	No
All training documentation for paid and reserve officers includes topic description, time, date, location and attendance details.	✅	
The department has written standards for employee recruiting and selection. Standards have been reviewed to eliminate any discriminatory requirements or language.	✅	
Senior management has received training in employment practices liability.	✅	
There are written standards for the type of weapons and ammunition that may be carried by officers.	✅	
There is a program by which officers are required to qualify or requalify with weapons in use on at least an semi-annual basis.	✅	
The department has a program for the physical readiness of officers. This program includes physical qualifications that are job-related but do not violate the employee's rights under the Americans with Disabilities Act.	✅	
The department is included in local and regional emergency response plans and has received training regarding foreseeable emergency situations.	✅	
Mutual aid agreements with other jurisdictions are in written form that spells out each department's responsibilities and duties in the event of a mutual aid incident.	✅	
Drivers of emergency vehicles receive on-going emergency response and pursuit driving training.	✅	
There are written protocols and procedures for initiating and suspending high speed pursuit.	✅	
The department either prohibits ride-alongs or has developed a comprehensive civilian ride-along program.	✅	
Jail staff have received suicide prevention training.	✅	
Prisoners' physical condition is documented at the time of intake into holding facility.	✅	
A procedure is in place for protecting the security of prisoners' personal possessions.	✅	
The jail can accommodate ADA affected prisoners.	✅	

8. New Page

8. Do you have Fire Service Operations?

Yes

9. New Page

9. SECTION VI - Fire Services

	Yes	No
There are written operating procedures in place.	✅	
Volunteers receive fire response training according to a specified schedule.	✅	
Mutual aid agreements with other jurisdictions are in written form that spells out each department's responsibilities and duties in the event of a mutual aid incident.	✅	
The department is included in local and regional emergency response plans and has received training regarding foreseeable emergency situations.	✅	
The department has a program of pre-incident planning by which high-risk fire exposures in the jurisdiction are analyzed for response and control contingencies.	✅	
Firefighters receive training in pre-incident planning.	✅	
A written hazardous materials (HAZMAT) plan has been developed and implemented.	✅	

	Yes	No
The HAZMAT plan includes provisions for training.	✅	
The HAZMAT plan includes provisions for procurement and maintenance of required equipment.	✅	
Material Safety Data Sheets (MSDS) are kept on file and readily accessible if needed.	✅	
The department has established a policy by which drivers of emergency equipment must meet competency requirements. Volunteer departments should have a list of qualified drivers posted and persons not on the list are excluded from operating vehicles in the	✅	
Drivers receive emergency response driver training and this training is documented.	✅	
There is a vehicle maintenance program for all emergency vehicles and apparatus based on mileage and/or hours of service.	✅	
There is a system for reporting safety problems with vehicles.	✅	
Corrective action and repairs are documented by vehicle.	✅	

10. New Page

10. Do you have a Parks and Recreation Department?

Yes

11. New Page

11. SECTION VII - Parks and Recreation

	Yes	No
Grounds and facilities are inspected (at least weekly during high-use season) for safety and liability hazards.	✅	
Hazard critical areas such as playgrounds and swimming pools are inspected daily during high-use season.	✅	
All inspections are documented by the use of checklists.	✅	
There is a system for documenting all repairs or other corrective action.	✅	
Written rules and regulations have been established for the use of park facilities by outside groups. Regulations include responsibilities of the user.	✅	
A hold-harmless or waiver of liability agreement, in favor of the agency, is required to be executed by the user(s) of the facility.	✅	
Users are required to furnish certificates of insurance with the agency named as additional insured on specified high-hazard and/or for-profit events.	✅	
Part-time and seasonal workers receive safety training.	✅	
Facilities are accessible to individuals with mobility disabilities.	✅	

12. New Page

12. Do you have Street and Road Operations?

Yes

13. New Page

13. SECTION VIII - Streets and Roads

	Yes	No
An inventory of all streets and roads that are owned or maintained by the agency has been completed and is updated annually.	✓	
An inventory of all traffic control signs and signals that are owned or maintained by the agency has been completed and is updated annually.	✓	
An inventory of all bridges that are owned or maintained by the agency has been completed and is updated annually.	✓	
A procedure exists by which all roads, signals and bridges are visually inspected at least annually.	✓	
The road, bridge and signal inspection program is documented.	✓	
Employees have been trained in work zone protection and barricading for the planning and set up of work zones.	✓	
There are procedures in place to reduce claims due to flying gravel and other debris from open trucks (i.e. tarping, sideboards, smaller loads, etc.).	✓	
Each vehicle is marked with an identification number so that flying debris claims can more easily be verified or disallowed.	✓	
All citizen complaints concerning road conditions and transportation spillage are documented as to date and time received and corrective action taken.	✓	
Repairs and maintenance are prioritized as regards potential for accident/injury.	✓	
Professional engineers are use for all design work.	✓	

14. New Page

14. Do you have Utility Operations?

No

Loss Control Excellence Program for School Districts

Response ID:6 Data

1.

1. Information

Your Name

Kevin Curnes

Your Email

kcurnes@carson.k12.nv.us

Organization Name

Carson City School District

2. Page One

2. SECTION I - Loss Control Organization

	Yes	No
A Loss Control Policy Statement has been issued by entity management that defines the goals, objectives and responsibilities of the loss control program.	✓	
The Loss Control Policy Statement has been distributed to all employees.	✓	
A resolution/ordinance has been passed by the governing body to establish and promote the loss control program.	✓	
New employees are given a copy of the policy statement as part of their orientation.	✓	
The policy statement has been posted at prominent locations throughout the agency.	✓	
A loss control coordinator has been chosen to organize and oversee the entity's loss control program.	✓	
The loss control coordinator reports directly to top management. (i.e. mayor, city manager, county manager, etc.).	✓	
The loss control coordinator has completed at least one training class within the last two years that deals directly with loss control, safety, human resources, etc.	✓	
The loss control coordinator is a member of a local or national organization that is dedicated primarily to the promotion of loss control and safety. Some examples include PRIMA, ASSE, RIMS, etc.	✓	
Funds have been budgeted which are specifically allocated for the loss control program.	✓	
A safety committee has been established which is comprised of representatives from each major department or work group in the agency.	✓	
The safety committee has an established meeting schedule and announced in a manner so staff, management and elected official are aware of meeting times, locations, etc.	✓	
Minutes of each meeting are taken and distributed to committee members and management.	✓	
The safety committee has developed a written action plan that includes goals, objectives and projected target dates. The plan is reviewed and renewed at least annually.	✓	

	Yes	No
The safety committee prepares an annual written report to management which spells out what has been accomplished during the year and what activities and goals are planned for the coming year.	✓	
There is a system by which all major locations and work sites throughout the entity receive regular safety inspections.	✓	
All safety training documentation is maintained to be readily accessible.	✓	
Checklists that are specific to the type of location being inspected are used to document all safety inspections.	✓	
Safety inspection results are shared with the responsible supervisor or manager so that corrective action may be taken.	✓	
Supervisors and managers are responsible for taking timely action to safety inspection findings and recommendations.	✓	
Corrective action resulting from safety inspections is documented in a way to show when and how the hazard was corrected.	✓	
A formal program of claims review exists whereby past claims are analyzed in an effort to identify trends or areas of concern.	✓	
A hazard communication program is in place which makes MSDS readily accessible at each qualifying location.	✓	

3. New Page

3. SECTION II - Employment

	Yes	No
An entity-wide personnel system has been adopted. The system establishes procedures for application, interviewing, discipline and other human resource functions.	✓	
Each personnel file contains: application form, changes in pay record, reciept(s) for notification of changes in policies and procedures, job description, performance reviews, disciplinary actions, training and education documentation	✓	
An E.A.P. (Employee Assistance Program) is available to all employees.	✓	
Entity has established a Drug & Alcohol Free Workplace program.	✓	
Appropriate license and permit checks are performed on all new employees before assuming critical duties.	✓	
References are checked on prospective employees prior to offer of employment.	✓	
New employees receive training on accident and injury reporting procedures before beginning their assignment.	✓	
Medical records are maintained in locked limited access file separate from other files	✓	
I-9 forms are maintained separate from other files	✓	
Written job descriptions are maintained for each position. Job descriptions include physical requirements	✓	
Employees have access to policies and procedures manuals	✓	
Required employment related notices/posters are conspicuously displayed at appropriate locations	✓	
Standard application form has been reviewed and approved by Pool/Pact Human Resources		✓
Job opportunities are posted and announced in accordance with personnel policy and collective bargaining agreements.	✓	
FSLA exempt/non-exempt positions have been identified.	✓	

	Yes	No
Legal compliance policies include: EEO, ADA, FMLA, FLSA, DOT Drug and Alcohol.	✓	
Employees have received harassment and discrimination training and there are procedures for acknowledging and investigating complaint.	✓	

4. New Page

4. SECTION III - Vehicle Fleet

	Yes	No
There is a vehicle use policy in place with written rules that outline drivers responsibility while operating agency vehicles	✓	
A mobile communications policy is in affect that states the approved methods of cell phone and radio use	✓	
Verification is obtained of current valid driver license of the appropriate class for the type of vehicle(s) being operated before drivers begin their assigned duties	✓	
Motor Vehicle Records (MVR's) for all drivers of agency vehicles are obtains and reviewed annually	✓	
Driving standards have been established to qualify and determine driver eligibility	✓	
Drivers are given on-road assessment in a vehicle of the type to be driven under similar conditions	✓	
A point or similar-type system has been established so that MVRs can be evaluated in an objective manner	✓	
A policy is in place that triggers corrective measures if a driver develops a pattern of traffic violations or preventable accidents	✓	
There is a program for replacing vehicles when they reach an established age and/or number of miles		✓
The agency has a preventative maintenance program based on manufacturer's recommendations, is performed by qualified persons and includes recordkeeping of all service and repairs	✓	
Mechanics are responsible for safety checks of vehicles when routine or emergency maintenance is performed.	✓	
Drivers of DOT regulated vehicles conduct pre- and post-trip inspections with deficiencies noted and reported to the supervisor. Inspections include a check of all safety equipment.	✓	
Driver of non-DOT regulated vehicles are required to visually inspect the vehicle for unsafe conditions. Unsafe conditions are reported to fleet supervisor	✓	
Vehicles are equipped with fire extinguishers, first aid kits and emergency signaling equipment (reflective triangles, flares etc.).	✓	
Each vehicle has been provided a "glove box" accident reporting packet to be completed at accident scene.	✓	
An accident review board or safety committee evaluates all vehicle accidents to determine preventability and to make corrective action recommendations.	✓	

5. New Page

5. SECTION IV - FISCAL CONTROLS

	Yes	No
Are there written policies and procedures for the collection, recording, safeguarding and depositing of cash receipts for all locations?	✓	
Are responsibilities for cash receipt functions segregated from those for cash disbursement?	✓	

Are responsibilities for preparing and approving back account reconciliations segregated from other cash receipt or disbursement functions?	✅	
Is responsibility for petty cash accounts vested in one individual?	✅	
Are only original receipts (no photocopies) used to support petty cash disbursements?	✅	
Are physical security safeguards maintained where cash is stored and processed?	✅	
Is a balance and summary of all cash receipts prepared daily?		✅
Are purchases of postage paid for by check only?	✅	
Are purchases of postage compared to postage meter usage?	✅	
Is there a procedure in place to control receipt, issue, inventory and access to blank checks?	✅	
Are checks pre-numbered?	✅	
Does someone approve bills for payment other than the persons who sign checks?	✅	
Is the signature plate and use of the check signing device kept under the control of the official whose name appears on the signature plate?	✅	
Are bank statements reconciled monthly?	✅	
Are safe or vault contents inventoried monthly?	✅	
Are physical inventory counts periodically conducted and reconciled with receiving reports?	✅	
Are the duties of programmers and operators separate?	✅	
Is access to terminals and data entry restricted to authorized employees?	✅	
Is password security over computer systems set-up on an individual basis?	✅	
Are employees required to take periodic vacations and in their absence do other employees perform their work?	✅	

6. Buildings and Grounds

6. Which of the following information does your school compile following an accident causing personal injuries or property damage? Select all that apply.

Additional physical evidence
Description of the premises and relevant conditions
Factual accident description (what, where, who, etc.)
Photographs
Witness statements

7. Which of the following steps are taken by your school after an accident investigation report is prepared? Select all that apply.

Conduct accident analysis, including how and why
Evaluate and implement recommendations to prevent future accidents

8. Which groups does your school train on how to respond to a school-related accident or injury? Select all that apply

Faculty
Staff
Supervisors and managers

9. If your school hosts events on campus, which of the following aspects are reviewed prior to granting approval? Select all that apply.

Crowd control
Emergency response
Prevention of slips and falls

10. If your school sponsors athletic events, which of the following measures are taken to promote spectator safety? Select all that apply.

Emergency responders and first aid stations are available
Netting, bleachers, and walkways are included in annual facilities inspection
Signs provide notice of dangers
Violence prevention and response procedures are in place

11. Which of the following issues are included in written agreements with third parties that operate events on campus? Select all that apply.

Roles and responsibilities of school and third party
Certificate of third party's liability insurance
Additional insured endorsement for your school on all liability policies of the third party
School is indemnified for injuries and losses caused by the other party

12. Does your school own or operate campus housing or residence halls for students?

Not applicable/don't know

13. If your school has residence halls, to what extent are they equipped with sprinklers? Select the best answer.

Not applicable/don't know

14. For which of the following types of owned or operated housing does your school conduct and document regular maintenance and fire prevention inspections? Select the best answer.

Not applicable/don't know

15. Which of the following security practices do you employ for student housing? Select all that apply.

Not applicable/don't know

16. On which of the following topics are student housing managers and resident assistants trained? Select all that apply.

Not applicable/don't know

17. For which campus locations does your school periodically review maintenance and incident reports? Select the best answer.

All campus buildings and facilities

18. For which campus buildings does your school regularly inspect and maintain windows? Select the best answer.

All buildings

19. For which of the following conditions on your campus grounds and sidewalks does your school conduct and document regular maintenance inspections? Select all that apply.

Defective conditions
Snow, ice, or precipitation

Visibility

20. If your school has owned or leased parking lots, which of the following is conducted and documented regularly? Select all that apply.

Inspection
Maintenance
Security patrol

21. How does your school restrict access to rooftops and hazardous equipment zones? Select all that apply.

Documentation of inspection, maintenance, and incidents
Routine inspection of locks, gates, and guardrails
Signage limiting access to authorized personnel

22. If there are natural bodies of water on your campus, which of the following do you implement? Select all that apply.

Not applicable/don't know

23. If your school has laboratories, which of the following do you implement? Select all that apply.

Emergency response procedures
Safe chemical use, disposal, and inventory
Safe use and maintenance of equipment
Safety training for students
Safety training for teachers

24. If your school has art studios, which of the following do you implement? Select all that apply.

Emergency response procedures
Equipment inspections and maintenance
Safe material use, disposal, and inventory
Safety training for students
Safety training for teachers

25. Which of the following practices does your school follow in regard to wood shops? Select all that apply.

Not applicable/don't know

26. If your school has construction projects on campus, which of the following measures do you take? Select all that apply.

Construction site patrolling
Contract indemnification provisions
Contractor insurance requirements
Incident documentation and response

27. Which of the following fire safety practices does your school employ? Select all that apply.

All buildings are engineered for fire safety.
All building smoke/fire alarms and fire extinguishers are regularly inspected.
Annual fire safety training is conducted for important student constituencies such as residence life and those living in off-campus housing.

28. Are automated external defibrillators available at your school? Select one answer.

Yes

29. If your school has automated external defibrillators (AED), which of the following are addressed in your policy? Select all that apply.

AED selection and placement
AED maintenance and support equipment
AED use
Post-incident follow-up
Selection and training of personnel

30. Which of the following training does your school provide for playground supervisors? Select all that apply.

Accident response procedures
General safety rules
Safety rules for each type of playground equipment

31. Which of the following types of instruction does your school provide to children using playgrounds? Select all that apply.

General safety rules

32. Which of the following steps does your school take to restrict access to playgrounds and athletic facilities outside of school hours? Select all that apply.

Locked doors and gates
Signs announcing safety rules and hours of use

33. For on campus swimming pools, which of the following equipment or measures are in place? Select all that apply.

Not applicable/don't know

34. For on campus swimming pools, which of the following safeguards are in place when the pools are closed? Select all that apply.

Not applicable/don't know

35. Which of the following safety practices are in place for athletic facilities and fields? Select all that apply.

Annual review of repair and maintenance requirements for facilities and fields
Prompt response to any issues identified during an inspection
Routine inspection by a designated party
Routine maintenance by a designated party

36. Which of the following safety practices are in place for athletic equipment used by students? Select all that apply.

Regular safety inspections of equipment provided or worn by students
Regular safety inspection of all school-owned equipment in accordance with manufacturer or industry recommendations

7. Business and Academics

37. For camps or youth programs operated by third parties at your school, which of the following are required? Select all that apply.

Not applicable/don't know

38. Which of the following emergency practices are in place for camps or other children's programs operated at your school? Select all that apply.

Availability of cell phones and/or two-way radios
Presence of a staff member of volunteer with cardiopulmonary resuscitation (CPR) training at all times when children are in attendance
Training on emergency response procedures

39. Does your school have procedures to ensure contract review and signature by appropriate campus officials? Select the best answer.

Yes

40. Which of the following are addressed in your school's contracting policies? Select all that apply

Additional insured endorsements for your school on contractor liability policies
Certificates of insurance
Indemnification provisions
Insurance provider qualifications
Minimum insurance requirements for vendors and third parties

41. Which of the following persons or groups does your school train about contracting policies? Select all that apply.

Managers and supervisors

42. Does your school use model or form agreements for common transactions such as purchase orders or facilities use?

Yes

43. Which of the following model or form agreements have been reviewed by legal counsel during the past two years? Select all that apply.

Purchase orders
Student assumption of risk forms
Third party facilities usage agreements

44. Does your school have a system for storage of the following documents? Select all that apply

Certificates of insurance and additional insured endorsements
Contracts
Waivers and releases signed by participants or students' parents, as applicable

45. For which of the following types of crises does your school have written emergency procedures? Select all that apply.

Campus violence
Medical emergencies
Weather events/natural disasters

46. Which of the following elements are included in your school's crisis management plan? Select all that apply

Crisis definition
Plan objectives
Response to crisis scenarios
Roster of the crisis management team

47. How often is your school's crisis management plan reviewed and updated? Select the best answer

Annually or more frequently

48. How does your school test your crisis management plan? Select all that apply.

Audit or checklist exercise
Disaster drill or full scale simulation
Role-playing or functional exercise
Table top exercise

49. Do you invite local responders to observe or participate in the testing or review of your school's crisis management plan?

Yes

50. Has your school conducted a test under its crisis management plan in the past 12 months?

Yes

51. Which of the following functions are performed by your crisis management team? Select all that apply.

Coordinate testing and training on the plan
Determine emergency procedures
Determine individual roles and responsibilities
Update and review the plan when necessary

52. Which of the following actions does your school take to ensure that employees, students, parents, and others are aware of your crisis management plan and know what to do in an emergency? Select all that apply.

Conduct campus-wide drills
Distribute an electronic or written reminder at least annually

53. If your school has a business continuity plan, what does it address? Select all that apply.

Identification of critical functions that need to be restored quickly
Plans to restore critical school or campus functions

54. How often is your business continuity plan reviewed and updated? Select one answer.

Annually or more frequently

55. Does your school have a comprehensive plan for identifying, assessing, mitigating, and managing various types of risks (i.e. an enterprise risk management, or ERM plan)? Select the best answer.

Yes

56. Which of the following risk areas does your school address in its ERM plan? Select all that apply.

Compliance
Operational
Reputational
Strategic

57. Does your school designate administrators to oversee risk identification and assessment by each campus department or functional area?

Yes

58. Does your school prioritize identified risks in each campus department or functional area based on probability of occurrence and severity of impact?

Yes

59. When identifying and assessing risks, does your school consider the "total cost of risk," i.e., both monetary and non-monetary costs such as lost productivity, distraction from mission, and negative publicity?

Yes

60. Does your school (or district) regularly involve your head of school (or superintendent and principals) in decision-making concerning selected high priority reputational, compliance, strategic, operational, or financial risks?

Yes

61. Does your school (or district) regularly involve your board of trustees (or school board) in decision-making concerning selected high priority reputational, compliance, strategic, operational, or financial risks?

Yes

62. Does your school (or district) regularly involve your board of trustees (or school board) in decision-making concerning selected high priority reputational, compliance, strategic, operational, or financial risks?

Yes

63. Does your school have a policy that outlines the time periods for retention and destruction of specific types of documents?

Yes

64. For whom does your school conduct training on the requirements of the Family Educational Rights and Privacy Act (FERPA)? Select all that apply.

All employees who work directly with children
Supervisors and managers

65. If your school has an electronic discovery readiness plan, which of the following does it include? Select all that apply:

None of the above

66. Does your school sponsor international trips or study abroad programs involving students?

No

67. Do you have a formal approval process for international trips or study abroad programs involving students?

No

68. Which of the following are addressed in your school's approval process for international trips and study abroad programs? Select all that apply.

Not applicable/don't know

69. Input from which of the following functions is used as part of process of approving an international trip or study abroad programs? Select all that apply.

Not applicable/don't know

70. Which of the following issues are included in written agreements with third-party providers for international trips or study abroad programs? Select all that apply.

Not applicable/don't know

71. What topics are included in the orientation for leaders of international trips or study abroad programs? Select all that apply.

Not applicable/don't know

72. What topics are addressed in parent and student orientation programs for a study abroad trip? Select all that apply.

Not applicable/don't know

73. Do you require parents or legal guardians to execute an appropriate waiver of liability prior to their child's participation in an international trip or study abroad program?

Not applicable/don't know

74. Which of the following steps are taken for vetting host families and foreign national staff members who facilitate study abroad programs? Select all that apply

Not applicable/don't know

75. Do you have a policy or procedure to check or review the qualifications of foreign, private chartered transportation companies?

Not applicable/don't know

76. Do you have an emergency response and evacuation plan for each location where sponsored travel occurs?

Not applicable/don't know

77. If your school owns or operates 15 passenger vans, which of the following precautions are taken? Select all that apply.

Not applicable/don't know

78. If a third party or your school operates school buses, which of the following training is conducted for drivers? Select all that apply

First aid/emergency management
State mandated or other certified school bus driver training
Student behavior management

79. Which practices are in place for students who drive to sponsored off-campus school events? Select all that apply.

Not applicable/don't know

80. Are employees who drive school-owned vehicles on school business required to successfully complete driver safety training courses? Select the best answer

Yes

81. Does your school have guidelines for the use of private vehicles in school-related travel?

Yes

82. If your school has owned or leased vehicles, which of the following procedures are in place?

Select all that apply.

Drivers are required to make reservations at least 24 hours in advance
Driver eligibility is managed by centralized department or office
Vehicles are used only for approved school related purposes

83. If your school has owned or leased vehicles, which of the following procedures are in place relating to vehicle maintenance? Select all that apply.

Maintenance personnel certification or licensing requirements
Preventive maintenance standards and inspection schedule
Weather-related maintenance procedures

84. Which criteria are used to select chartered transportation providers? Select all that apply

Compliance with federal and state requirements for certification, insurance, and safety
Driver qualifications, including motor vehicle records checks
Driver training program
Vehicle maintenance and inspections

8. Employees and Volunteers

85. Which of the following requirements apply to the screening of employees at your school? Select all that apply.

Personal and employment reference checks
Personal interview
Verification of licenses and credentials required for position
Written application

86. Does your school perform background checks on employees? Select the best answer.

Yes

87. If your school performs background checks on employees, which do you perform? Select all that apply.

Criminal history
Educational credentials
Prior employer references
Professional licenses
Sex offender registries

88. Which of the following requirements apply to the screening of volunteers at your school? Select all that apply.

Personal and employment reference checks
Personal interview
Written application
Verification of licenses and credentials required for position

89. Does your school perform background checks on volunteers who have frequent access to children? Select the best answer.

Yes

90. If your school performs background checks on volunteers who have frequent access to children, which checks do you perform? Select all that apply.

Criminal background checks
Sex offender registries

91. With respect to background checks performed on staff or volunteers, which of the following procedures does your school follow? Select all that apply.

Obtain written consent from person being checked
Person being checked is given an opportunity to respond to the results
Provide notice if the results are used in an adverse decision

92. If your school uses an outside vendor to conduct background checks, which of the following criteria was used when selecting the firm? Select all that apply

Not applicable/don't know

93. Does your school have a written policy on the grounds and procedures for disqualification of job candidates? Select the best answer.

Yes

94. Does your school have a discrimination or harassment prevention training program for employees?

Yes

95. What percentage of your employees have participated in discrimination or harassment prevention training over the last three years? Select the best answer.

80-100

96. On which of the following topics does your school provide supervisor training? Select all that apply.

Conducting accurate performance evaluations
Documenting employee performance problems
Recognizing harassment and handling complaints
Using progressive discipline

97. Over the past three years, what percentage of your employees have participated in training on preventing and responding to child abuse and neglect? Select the best answer.

50-80 percent

98. Which of the following topics does your school address in training for employees or other persons who have direct or unsupervised access to children? Select all that apply.

Boundaries and healthy relationships
Codes of conduct
Obligation to report suspected conduct violations
Obligation to report suspected abuse and neglect
Warning signs of abuse and neglect

99. Which of the following topics are addressed in your school's policies to protect children from sexual misconduct by employees and volunteers? Select all that apply.

Codes of conduct
Coordination with child protection and law enforcement on child abuse reports
Fair and impartial fact-finding and decision-making
Investigation of conduct violations
Reporting conduct violations

100. Does your school restrict access or supervise the visits by guests and staff to student residential facilities? Select the best answer

Not applicable/don't know

101. Does your school have a policy that addresses how to respond to potentially violent or troubling behavior by employees? Select the best answer.

Yes

102. Does your school have a policy that allows it to bypass normal disciplinary procedures and remove an employee from campus if an immediate safety risk exists? Select the best answer.

Yes

103. Does your school have the ability to discipline an employee based on violent acts or threats that occur off campus or during the employee's personal time? Select the best answer.

Yes

9. Student Affairs

104. Does your school have written policies on the recognition or registration of student organizations? Select the best answer

Yes

105. On which of the following topics are teachers or staff advisors to student clubs trained? Select all that apply.

Conduct rules
Event planning
Fundraising
Use of school's name, logo, or artwork

106. Does your school require teacher or staff advisors to student clubs to do the following? Select all that apply.

Advise club leaders and participants of applicable school rules
Attend club meetings
Stay knowledgeable about the organization's activities and finances

107. Does your school require parents or guardians to sign informed consent forms or releases for their student's participation in off-campus or voluntary activities? Select the best answer.

Yes

108. If your school requires the use of informed consent forms or releases for off-campus or voluntary student activities, were such documents developed or reviewed by legal counsel within the past two years? Select the best answer.

Yes

109. Who reviews and approves the participation of students in community service projects for school credit? Select all that apply.

Insurance or risk management officer

110. Which of the following are addressed in your school's alcohol and drug policy pertaining to students? Select all that apply.

Conduct rules
Definitions and examples of forbidden substances
Purpose and scope of policy
Reporting to school officials or law enforcement

111. Which of the following topics are covered in training or educational sessions with your school's staff? Select all that apply.

Definitions and examples of forbidden substances
Purpose and scope of alcohol and drug policy pertaining to students
Reporting to school officials or law enforcement
Student conduct rules

112. What steps does your school take to intervene with students who are suspected to have alcohol or other substance abuse problems? Select all that apply.

Behavioral agreements
Teams to identify and respond to students of concern

113. Which of the following alcohol and substance abuse topics are addressed in school sponsored education for students? Select all that apply.

Available resources and support systems
Myths of widespread use and acceptance
Risks to health, safety, and academic performance
School policy and applicable laws

114. Which of the following information does your school disseminate to parents regarding student alcohol or substance abuse and underage drinking? Select all that apply.

Applicable laws and school policies
Available resources and support systems
Risks to health, safety, and academic performance
Warning signs of potential abuse

115. If school vehicles are used for athletic teams, which of the following is addressed in your vehicle use policy? Select all that apply.

Check-out/check-in procedures
Driver qualifications
Safe driving practices
Roadside emergency response and documentation of incidents

116. If your school sponsors athletics teams, which of the following is required prior to student participation? Select all that apply.

Assumption of risk or informed consent forms signed by parents or guardians
Consent to emergency medical treatment, signed by parents or guardians
Pre-participation examination

117. If your school sponsors student athletic teams, which of the following are in place for athletic emergencies? Select all that apply.

Routine practice of the emergency plan by supervising athletic personnel
A safety committee that reviews and distributes the plan
Written safety duties in athletic staff job descriptions

118. If your school sponsors student athletic teams, which of the following are in place for emergency medical treatment? Select all that apply.

Designation of personnel authorized to provide treatment

An emergency transportation plan

Required presence of athletic trainers and other trained personnel in compliance with governing body regulations

Verification of relevant training and certifications of athletic trainers and other personnel

119. Which of the following does your school require of each coach of a sponsored student sport or athletic program? Select all that apply.

Certification to teach the sport or athletic activity

Training on emergency response to medical problems or injuries

Training on safety rules

120. Which of the following is addressed in your school's concussion management plan for athletic activities?

Annual coach training on the signs of concussion

Annual student training on the signs of concussion

121. Which of the following is included in your school's return-to-play guidelines for students who experience a potential head injury? Select all that apply.

Immediate removal from practice or competition

Physical examination and medical clearance before return to play

Recommendation that athletes who have experienced multiple head injuries pursue a safer activity

122. Which of the following measures are used to prevent injury during athletic practices? Select all that apply.

Adequate rest time

Athlete training and acclimation before introduction of unfamiliar activities or equipment

Contingency plan in the event of extreme heat or other dangerous conditions

Modeling of safe methods to encourage a safety culture

Pairing of players based on size and ability

123. Does your school have a designated team of officials who receive, evaluate, and respond to reports of concerning student behavior? Select the best answer.

Yes

124. If your school has a team that receives, evaluates, and responds to reports of concerning behavior, which of the following functions are represented? Select all that apply.

Academics

Athletics

Health or counseling

Public safety

Student activities and/or residence life

125. What steps does your school take to ensure that concerning student behavior is reported on a timely basis? Select all that apply.

Educate potential reporters on what and where to report

Identify reporting sources

Offer a variety of reporting options

Review at least annually the effectiveness of education and reporting methods

126. Which of the following does your school's behavioral intervention or threat assessment team document? Select all that apply

Inquiries conducted
Interventions conducted
Reports made to the team

127. Does your school refer cases involving potentially violent students to law enforcement personnel to perform threat assessments? Select the best answer.

Yes

128. Which of the following issues are addressed in your school's written policies on student conduct and discipline? Select all that apply.

Applicability of conduct code on and off campus
Decision by an impartial school official or board
Notice of violations
Student's or parent/guardian's opportunity to present evidence
Written or audio record of proceeding

129. Does your school have a written policy governing the short-term suspension of students? Select the best answer.

Yes

130. If your school has a policy on the interim suspension of students, which of the following does it address? Select all that apply.

Grounds for the interim suspension
Notice to the student
School officials who are authorized to make decisions
Student's or parent/guardian's opportunity to respond as soon as practicable

131. Does your school have a written policy on the voluntary leave of absence or withdrawal of students? Select the best answer.

Yes

132. If your school has a policy on the voluntary leave of absence of students, does it address the following? Select all that apply.

Conditions for approval
Effect on transcript

133. Does your school have a written policy on the school-mandated or involuntary leave of absence of students? Select the best answer.New Radio Button Question

Yes

134. If your school has a policy on the involuntary leave of absence of students, does it address the following? Select all that apply.

Decision by an impartial campus official
Notice to the student
Student's opportunity to respond

135. Has your school designated at least one official to receive and respond to complaints of educator and peer harassment of students? Select one answer.

Yes

136. Which of the following persons has been trained on how to receive and respond to complaints

of educator and peer harassment of students? Select all that apply.

School officials designated to receive complaints
Fact-finders and decision-makers in disciplinary hearings
All teachers and other staff who have frequent contact with students

137. Does your school conduct training to make students aware of the warning signs and what to do in the case of harassment or assault? Select the best answer.

Yes

138. What topics are addressed in educational sessions for students on harassment and assault? Select all that apply.

Applicable laws and/or codes of conduct
Campus and/or residence hall safety
Campus and police reporting options
Support and counseling options

139. Which of the following components are included in your school's anti-bullying policy? Select all that apply.

Definition of bullying or related term
Examples of bullying behavior, including cyber-bullying
Potential penalties of bullying
Reporting mechanisms and response procedures

140. Which of the following measures does your school take to reduce bullying? Select all that apply.

Train teachers on how to respond to bullying incidents
Educate students on bullying and how to respond and report it
Follow specific procedures on responding to threats of violence and other serious behavior
Investigate incident reports consistently
Monitor bullying "hot spots" such as hallways, bathrooms, and school buses

141. Which of the following steps does your school take to investigate reports of troubled employees? Select all that apply.

Document both employee and school actions
Notify a campus threat assessment team
Notify campus police
Notify campus security

10. Thank You!

Completed Survey

Jul 08, 2013 14:45:21 Success: Email Sent to: annwiswell@poolpact.com
Sep 05, 2013 12:40:36 Success: Email Sent to: annwiswell@poolpact.com

Loss Control Excellence Program

1.

1. Information

Your Name

James Eason

Your Email

jeason@co.nye.nv.us

Organization Name

Tonopah, Town of

2. Page One

2. SECTION I - Loss Control Organization

	Yes	No
A Loss Control Policy Statement has been issued by entity management that defines the goals, objectives and responsibilities of the loss control program.		✅
The Loss Control Policy Statement has been distributed to all employees.		✅
A resolution/ordinance has been passed by the governing body to establish and promote the loss control program.		✅
New employees are given a copy of the policy statement as part of their orientation.		✅
The policy statement has been posted at prominent locations throughout the agency.		✅
A loss control coordinator has been chosen to organize and oversee the entity's loss control program.		✅
The loss control coordinator reports directly to top management. (i.e. mayor, city manager, county manager, etc.).		✅
The loss control coordinator has completed at least one training class within the last two years that deals directly with loss control, safety, human resources, etc.		✅
The loss control coordinator is a member of a local or national organization that is dedicated primarily to the promotion of loss control and safety. Some examples include PRIMA, ASSE, RIMS, etc.		✅
Funds have been budgeted which are specifically allocated for the loss control program.		✅
A safety committee has been established which is comprised of representatives from each major department or work group in the agency.		✅
The safety committee has an established meeting schedule and announced in a manner so staff, management and elected official are aware of meeting times, locations, etc.		✅
Minutes of each meeting are taken and distributed to committee members and management.		✅
The safety committee has developed a written action plan that includes goals, objectives and projected target dates. The plan is reviewed and renewed at least annually.		✅

	Yes	No
The safety committee prepares an annual written report to management which spells out what has been accomplished during the year and what activities and goals are planned for the coming year.		✅
There is a system by which all major locations and work sites throughout the entity receive regular safety inspections.	✅	
All safety training documentation is maintained to be readily accessible.	✅	
Checklists that are specific to the type of location being inspected are used to document all safety inspections.	✅	
Safety inspection results are shared with the responsible supervisor or manager so that corrective action may be taken.	✅	
Supervisors and managers are responsible for taking timely action to safety inspection findings and recommendations.	✅	
Corrective action resulting from safety inspections is documented in a way to show when and how the hazard was corrected.	✅	
A formal program of claims review exists whereby past claims are analyzed in an effort to identify trends or areas of concern.		✅
A hazard communication program is in place which makes MSDS readily accessible at each qualifying location.		✅

3. New Page

3. SECTION II - Employment

	Yes	No
An entity-wide personnel system has been adopted. The system establishes procedures for application, interviewing, discipline and other human resource functions.	✅	
Each personnel file contains: application form, changes in pay record, reciept(s) for notification of changes in policies and procedures, job description, performance reviews, disciplinary actions, training and education documentation	✅	
An E.A.P. (Employee Assistance Program) is available to all employees.	✅	
Entity has established a Drug & Alcohol Free Workplace program.	✅	
Appropriate license and permit checks are performed on all new employees before assuming critical duties.	✅	
References are checked on prospective employees prior to offer of employment.	✅	
New employees receive training on accident and injury reporting procedures before beginning their assignment.	✅	
Medical records are maintained in locked limited access file separate from other files	✅	
I-9 forms are maintained separate from other files	✅	
Written job descriptions are maintained for each position. Job descriptions include physical requirements	✅	
Employees have access to policies and procedures manuals	✅	
Required employment related notices/posters are conspicuously displayed at appropriate locations	✅	
Standard application form has been reviewed and approved by Pool/Pact Human Resources	✅	
Job opportunities are posted and announced in accordance with personnel policy and collective bargaining agreements.	✅	
FSLA exempt/non-exempt positions have been identified.	✅	

	Yes	No
Legal compliance policies include: EEO, ADA, FMLA, FLSA, DOT Drug and Alcohol.	✓	
Employees have received harassment and discrimination training and there are procedures for acknowledging and investigating complaint.	✓	

4. New Page

4. SECTION III - Vehicle Fleet

	Yes	No
There is a vehicle use policy in place with written rules that outline drivers responsibility while operating agency vehicles	✓	
A mobile communications policy is in affect that states the approved methods of cell phone and radio use	✓	
Verification is obtained of current valid driver license of the appropriate class for the type of vehicle(s) being operated before drivers begin their assigned duties	✓	
Motor Vehicle Records (MVR's) for all drivers of agency vehicles are obtains and reviewed annually	✓	
Driving standards have been established to qualify and determine driver eligibility	✓	
Drivers are given on-road assessment in a vehicle of the type to be driven under similar conditions	✓	
A point or similar-type system has been established so that MVRs can be evaluated in an objective manner		✓
A policy is in place that triggers corrective measures if a driver develops a pattern of traffic violations or preventable accidents	✓	
There is a program for replacing vehicles when they reach an established age and/or number of miles		✓
The agency has a preventative maintenance program based on manufacturer's recommendations, is performed by qualified persons and includes recordkeeping of all service and repairs	✓	
Mechanics are responsible for safety checks of vehicles when routine or emergency maintenance is performed.		✓
Drivers of DOT regulated vehicles conduct pre- and post-trip inspections with deficiencies noted and reported to the supervisor. Inspections include a check of all safety equipment.	✓	
Driver of non-DOT regulated vehicles are required to visually inspect the vehicle for unsafe conditions. Unsafe conditions are reported to fleet supervisor	✓	
Vehicles are equipped with fire extinguishers, first aid kits and emergency signaling equipment (reflective triangles, flares etc.).		✓
Each vehicle has been provided a "glove box" accident reporting packet to be completed at accident scene.	✓	
An accident review board or safety committee evaluates all vehicle accidents to determine preventability and to make corrective action recommendations.	✓	

5. New Page

5. SECTION IV - FISCAL CONTROLS

	Yes	No
Are there written policies and procedures for the collection, recording, safeguarding and depositing of cash receipts for all locations?	✓	
Are responsibilities for cash receipt functions segregated from those for cash disbursement?	✓	

	Yes	No
Are responsibilities for preparing and approving back account reconciliations segregated from other cash receipt or disbursement functions?	✓	
Is responsibility for petty cash accounts vested in one individual?	✓	
Are only original receipts (no photocopies) used to support petty cash disbursements?	✓	
Are physical security safeguards maintained where cash is stored and processed?	✓	
Is a balance and summary of all cash receipts prepared daily?	✓	
Are purchases of postage paid for by check only?	✓	
Are purchases of postage compared to postage meter usage?	✓	
Is there a procedure in place to control receipt, issue, inventory and access to blank checks?	✓	
Are checks pre-numbered?	✓	
Does someone approve bills for payment other than the persons who sign checks?	✓	
Is the signature plate and use of the check signing device kept under the control of the official whose name appears on the signature plate?	✓	
Are bank statements reconciled monthly?	✓	
Are safe or vault contents inventoried monthly?	✓	
Are physical inventory counts periodically conducted and reconciled with receiving reports?	✓	
Are the duties of programmers and operators separate?		✓
Is access to terminals and data entry restricted to authorized employees?	✓	
Is password security over computer systems set-up on an individual basis?	✓	
Are employees required to take periodic vacations and in their absence do other employees perform their work?	✓	

6. New Page

6. Do you have Law Enforcement Operations?

No

8. New Page

7. Do you have Fire Service Operations?

Yes

9. New Page

8. SECTION VI - Fire Services

	Yes	No
There are written operating procedures in place.	✓	
Volunteers receive fire response training according to a specified schedule.	✓	

	Yes	No
Mutual aid agreements with other jurisdictions are in written form that spells out each department's responsibilities and duties in the event of a mutual aid incident.	✓	
The department is included in local and regional emergency response plans and has received training regarding foreseeable emergency situations.	✓	
The department has a program of pre-incident planning by which high-risk fire exposures in the jurisdiction are analyzed for response and control contingencies.	✓	
Firefighters receive training in pre-incident planning.	✓	
A written hazardous materials (HAZMAT) plan has been developed and implemented.	✓	
The HAZMAT plan includes provisions for training.	✓	
The HAZMAT plan includes provisions for procurement and maintenance of required equipment.	✓	
Material Safety Data Sheets (MSDS) are kept on file and readily accessible if needed.	✓	
The department has established a policy by which drivers of emergency equipment must meet competency requirements. Volunteer departments should have a list of qualified drivers posted and persons not on the list are excluded from operating vehicles in the	✓	
Drivers receive emergency response driver training and this training is documented.	✓	
There is a vehicle maintenance program for all emergency vehicles and apparatus based on mileage and/or hours of service.	✓	
There is a system for reporting safety problems with vehicles.	✓	
Corrective action and repairs are documented by vehicle.	✓	

10. New Page

9. Do you have a Parks and Recreation Department?

Yes

11. New Page

10. SECTION VII - Parks and Recreation

	Yes	No
Grounds and facilities are inspected (at least weekly during high-use season) for safety and liability hazards.	✓	
Hazard critical areas such as playgrounds and swimming pools are inspected daily during high-use season.	✓	
All inspections are documented by the use of checklists.	✓	
There is a system for documenting all repairs or other corrective action.	✓	
Written rules and regulations have been established for the use of park facilities by outside groups. Regulations include responsibilities of the user.	✓	
A hold-harmless or waiver of liability agreement, in favor of the agency, is required to be executed by the user(s) of the facility.	✓	
Users are required to furnish certificates of insurance with the agency named as additional insured on specified high-hazard and/or for-profit events.	✓	
Part-time and seasonal workers receive safety training.	✓	
Facilities are accessible to individuals with mobility disabilities.		✓

12. New Page

11. Do you have Street and Road Operations?

No

14. New Page

12. Do you have Utility Operations?

Yes

15. New Page

13. SECTION IX - Utilities

	Yes	No
Agency has an in-house call before digging program or subscribes to an outside locating service.	✓	
There is a program by which citizen complaints are documented as to time and date received.	✓	
Response to citizen complaints is documented.	✓	
Systems are regularly inspected and inspections are documented.	✓	
A written emergency response plan has been formulated and adopted.	✓	
Employees have received training on their duties and responsibilities under the emergency response plan.	✓	
Employees have received training in trenching safety.	✓	
Employees have received confined space training.	✓	
Employees have received training in the safe placement of poles, boxes, transformers, etc.	✓	
The agency has a safety awareness program to inform customers of the hazards involved with the product they provide.	✓	
A program exists to inform customers when planned interruptions in service will occur.	✓	

Loss Control Excellence Program for School Districts

1.

1. Information

Your Name

Dan Murphy

Your Email

dmurphy@pershing.k12.nv.us

Organization Name

Pershing County School District

2. Page One

2. SECTION I - Loss Control Organization

	Yes	No
A Loss Control Policy Statement has been issued by entity management that defines the goals, objectives and responsibilities of the loss control program.	✔	
The Loss Control Policy Statement has been distributed to all employees.	✔	
A resolution/ordinance has been passed by the governing body to establish and promote the loss control program.	✔	
New employees are given a copy of the policy statement as part of their orientation.	✔	
The policy statement has been posted at prominent locations throughout the agency.	✔	
A loss control coordinator has been chosen to organize and oversee the entity's loss control program.	✔	
The loss control coordinator reports directly to top management. (i.e. mayor, city manager, county manager, etc.).	✔	
The loss control coordinator has completed at least one training class within the last two years that deals directly with loss control, safety, human resources, etc.	✔	
The loss control coordinator is a member of a local or national organization that is dedicated primarily to the promotion of loss control and safety. Some examples include PRIMA, ASSE, RIMS, etc.	✔	
Funds have been budgeted which are specifically allocated for the loss control program.	✔	
A safety committee has been established which is comprised of representatives from each major department or work group in the agency.	✔	
The safety committee has an established meeting schedule and announced in a manner so staff, management and elected official are aware of meeting times, locations, etc.	✔	
Minutes of each meeting are taken and distributed to committee members and management.	✔	
The safety committee has developed a written action plan that includes goals, objectives and projected target dates. The plan is reviewed and renewed at least annually.	✔	

	Yes	No
The safety committee prepares an annual written report to management which spells out what has been accomplished during the year and what activities and goals are planned for the coming year.	✓	
There is a system by which all major locations and work sites throughout the entity receive regular safety inspections.	✓	
All safety training documentation is maintained to be readily accessible.	✓	
Checklists that are specific to the type of location being inspected are used to document all safety inspections.		✓
Safety inspection results are shared with the responsible supervisor or manager so that corrective action may be taken.	✓	
Supervisors and managers are responsible for taking timely action to safety inspection findings and recommendations.	✓	
Corrective action resulting from safety inspections is documented in a way to show when and how the hazard was corrected.	✓	
A formal program of claims review exists whereby past claims are analyzed in an effort to identify trends or areas of concern.		✓
A hazard communication program is in place which makes MSDS readily accessible at each qualifying location.	✓	

3. New Page

3. SECTION II - Employment

	Yes	No
An entity-wide personnel system has been adopted. The system establishes procedures for application, interviewing, discipline and other human resource functions.	✓	
Each personnel file contains: application form, changes in pay record, reciept(s) for notification of changes in policies and procedures, job description, performance reviews, disciplinary actions, training and education documentation	✓	
An E.A.P. (Employee Assistance Program) is available to all employees.	✓	
Entity has established a Drug & Alcohol Free Workplace program.	✓	
Appropriate license and permit checks are performed on all new employees before assuming critical duties.	✓	
References are checked on prospective employees prior to offer of employment.	✓	
New employees receive training on accident and injury reporting procedures before beginning their assignment.	✓	
Medical records are maintained in locked limited access file separate from other files	✓	
I-9 forms are maintained separate from other files	✓	
Written job descriptions are maintained for each position. Job descriptions include physical requirements	✓	
Employees have access to policies and procedures manuals	✓	
Required employment related notices/posters are conspicuously displayed at appropriate locations	✓	
Standard application form has been reviewed and approved by Pool/Pact Human Resources	✓	
Job opportunities are posted and announced in accordance with personnel policy and collective bargaining agreements.	✓	
FSLA exempt/non-exempt positions have been identified.	✓	

	Yes	No
Legal compliance policies include: EEO, ADA, FMLA, FLSA, DOT Drug and Alcohol.	✓	
Employees have received harassment and discrimination training and there are procedures for acknowledging and investigating complaint.	✓	

4. New Page

4. SECTION III - Vehicle Fleet

	Yes	No
There is a vehicle use policy in place with written rules that outline drivers responsibility while operating agency vehicles	✓	
A mobile communications policy is in affect that states the approved methods of cell phone and radio use	✓	
Verification is obtained of current valid driver license of the appropriate class for the type of vehicle(s) being operated before drivers begin their assigned duties	✓	
Motor Vehicle Records (MVR's) for all drivers of agency vehicles are obtains and reviewed annually	✓	
Driving standards have been established to qualify and determine driver eligibility	✓	
Drivers are given on-road assessment in a vehicle of the type to be driven under similar conditions	✓	
A point or similar-type system has been established so that MVRs can be evaluated in an objective manner	✓	
A policy is in place that triggers corrective measures if a driver develops a pattern of traffic violations or preventable accidents	✓	
There is a program for replacing vehicles when they reach an established age and/or number of miles		✓
The agency has a preventative maintenance program based on manufacturer's recommendations, is performed by qualified persons and includes recordkeeping of all service and repairs	✓	
Mechanics are responsible for safety checks of vehicles when routine or emergency maintenance is performed.	✓	
Drivers of DOT regulated vehicles conduct pre- and post-trip inspections with deficiencies noted and reported to the supervisor. Inspections include a check of all safety equipment.	✓	
Driver of non-DOT regulated vehicles are required to visually inspect the vehicle for unsafe conditions. Unsafe conditions are reported to fleet supervisor	✓	
Vehicles are equipped with fire extinguishers, first aid kits and emergency signaling equipment (reflective triangles, flares etc.).	✓	
Each vehicle has been provided a "glove box" accident reporting packet to be completed at accident scene.		✓
An accident review board or safety committee evaluates all vehicle accidents to determine preventability and to make corrective action recommendations.	✓	

5. New Page

5. SECTION IV - FISCAL CONTROLS

	Yes	No
Are there written policies and procedures for the collection, recording, safeguarding and depositing of cash receipts for all locations?	✓	
Are responsibilities for cash receipt functions segregated from those for cash disbursement?	✓	

Are responsibilities for preparing and approving back account reconciliations segregated from other cash receipt or disbursement functions?	✅	
Is responsibility for petty cash accounts vested in one individual?	✅	
Are only original receipts (no photocopies) used to support petty cash disbursements?		✅
Are physical security safeguards maintained where cash is stored and processed?	✅	
Is a balance and summary of all cash receipts prepared daily?	✅	
Are purchases of postage paid for by check only?	✅	
Are purchases of postage compared to postage meter usage?	✅	
Is there a procedure in place to control receipt, issue, inventory and access to blank checks?	✅	
Are checks pre-numbered?	✅	
Does someone approve bills for payment other than the persons who sign checks?	✅	
Is the signature plate and use of the check signing device kept under the control of the official whose name appears on the signature plate?	✅	
Are bank statements reconciled monthly?	✅	
Are safe or vault contents inventoried monthly?	✅	
Are physical inventory counts periodically conducted and reconciled with receiving reports?	✅	
Are the duties of programmers and operators separate?	✅	
Is access to terminals and data entry restricted to authorized employees?	✅	
Is password security over computer systems set-up on an individual basis?	✅	
Are employees required to take periodic vacations and in their absence do other employees perform their work?	✅	

6. Buildings and Grounds

6. Which of the following information does your school compile following an accident causing personal injuries or property damage? Select all that apply.

Additional physical evidence
Description of the premises and relevant conditions
Factual accident description (what, where, who, etc.)
Photographs
Witness statements

7. Which of the following steps are taken by your school after an accident investigation report is prepared? Select all that apply.

Conduct accident analysis, including how and why
Evaluate and implement recommendations to prevent future accidents

8. Which groups does your school train on how to respond to a school-related accident or injury? Select all that apply

Faculty
Staff
Supervisors and managers

9. If your school hosts events on campus, which of the following aspects are reviewed prior to granting approval? Select all that apply.

Alcohol service
Crowd control
Emergency response

10. If your school sponsors athletic events, which of the following measures are taken to promote spectator safety? Select all that apply.

Emergency responders and first aid stations are available
Netting, bleachers, and walkways are included in annual facilities inspection
Signs provide notice of dangers
Violence prevention and response procedures are in place

11. Which of the following issues are included in written agreements with third parties that operate events on campus? Select all that apply.

Roles and responsibilities of school and third party

12. Does your school own or operate campus housing or residence halls for students?

No

13. If your school has residence halls, to what extent are they equipped with sprinklers? Select the best answer.

Not applicable/don't know

14. For which of the following types of owned or operated housing does your school conduct and document regular maintenance and fire prevention inspections? Select the best answer.

Not applicable/don't know

15. Which of the following security practices do you employ for student housing? Select all that apply.

Not applicable/don't know

16. On which of the following topics are student housing managers and resident assistants trained? Select all that apply.

Not applicable/don't know

17. For which campus locations does your school periodically review maintenance and incident reports? Select the best answer.

All campus buildings and facilities

18. For which campus buildings does your school regularly inspect and maintain windows? Select the best answer.

All buildings

19. For which of the following conditions on your campus grounds and sidewalks does your school conduct and document regular maintenance inspections? Select all that apply.

Defective conditions
Snow, ice, or precipitation
Visibility

20. If your school has owned or leased parking lots, which of the following is conducted and

documented regularly? Select all that apply.

Maintenance
Security patrol

---

21. How does your school restrict access to rooftops and hazardous equipment zones? Select all that apply.

Documentation of inspection, maintenance, and incidents
Routine inspection of locks, gates, and guardrails
Signage limiting access to authorized personnel

---

22. If there are natural bodies of water on your campus, which of the following do you implement? Select all that apply.

Not applicable/don't know

---

23. If your school has laboratories, which of the following do you implement? Select all that apply.

Emergency response procedures
Safe chemical use, disposal, and inventory
Safe use and maintenance of equipment
Safety training for students
Safety training for teachers

---

24. If your school has art studios, which of the following do you implement? Select all that apply.

Equipment inspections and maintenance
Safe material use, disposal, and inventory
Safety training for students
Safety training for teachers

---

25. Which of the following practices does your school follow in regard to wood shops? Select all that apply.

Documented safety training for students
Instructor approval required before student use of power equipment
Teachers not allowed to leave classroom unattended

---

26. If your school has construction projects on campus, which of the following measures do you take? Select all that apply.

Not applicable/don't know

---

27. Which of the following fire safety practices does your school employ? Select all that apply.

All buildings are engineered for fire safety.
All building smoke/fire alarms and fire extinguishers are regularly inspected.

---

28. Are automated external defibrillators available at your school? Select one answer.

Yes

---

29. If your school has automated external defibrillators (AED), which of the following are addressed in your policy? Select all that apply.

AED selection and placement
AED maintenance and support equipment
AED use
Selection and training of personnel

30. Which of the following training does your school provide for playground supervisors? Select all that apply.

Accident response procedures
Cardiopulmonary resuscitation (CPR)
General safety rules

31. Which of the following types of instruction does your school provide to children using playgrounds? Select all that apply.

General safety rules

32. Which of the following steps does your school take to restrict access to playgrounds and athletic facilities outside of school hours? Select all that apply.

Locked doors and gates
Signs announcing safety rules and hours of use
Signs warning of risks or dangers

33. For on campus swimming pools, which of the following equipment or measures are in place? Select all that apply.

Not applicable/don't know

34. For on campus swimming pools, which of the following safeguards are in place when the pools are closed? Select all that apply.

Not applicable/don't know

35. Which of the following safety practices are in place for athletic facilities and fields? Select all that apply.

Annual review of repair and maintenance requirements for facilities and fields
Prompt response to any issues identified during an inspection
Routine inspection by a designated party
Routine maintenance by a designated party

36. Which of the following safety practices are in place for athletic equipment used by students? Select all that apply.

Regular safety inspections of equipment provided or worn by students
Regular safety inspection of all school-owned equipment in accordance with manufacturer or industry recommendations

7. Business and Academics

37. For camps or youth programs operated by third parties at your school, which of the following are required? Select all that apply.

Not applicable/don't know

38. Which of the following emergency practices are in place for camps or other children's programs operated at your school? Select all that apply.

Availability of cell phones and/or two-way radios
First aid training for staff and volunteers
Presence of a staff member of volunteer with cardiopulmonary resuscitation (CPR) training at all times when children are in attendance
Training on emergency response procedures

39. Does your school have procedures to ensure contract review and signature by appropriate campus officials? Select the best answer.

Yes

40. Which of the following are addressed in your school's contracting policies? Select all that apply

Additional insured endorsements for your school on contractor liability policies
Certificates of insurance
Indemnification provisions
Insurance provider qualifications
Minimum insurance requirements for vendors and third parties

41. Which of the following persons or groups does your school train about contracting policies? Select all that apply.

Managers and supervisors

42. Does your school use model or form agreements for common transactions such as purchase orders or facilities use?

Yes

43. Which of the following model or form agreements have been reviewed by legal counsel during the past two years? Select all that apply.

Purchase orders

44. Does your school have a system for storage of the following documents? Select all that apply

Certificates of insurance and additional insured endorsements
Contracts
Waivers and releases signed by participants or students' parents, as applicable

45. For which of the following types of crises does your school have written emergency procedures? Select all that apply.

Campus violence
Medical emergencies
Weather events/natural disasters

46. Which of the following elements are included in your school's crisis management plan? Select all that apply

Crisis definition
Plan objectives
Response to crisis scenarios
Roster of the crisis management team

47. How often is your school's crisis management plan reviewed and updated? Select the best answer

Annually or more frequently

48. How does your school test your crisis management plan? Select all that apply.

Disaster drill or full scale simulation
Table top exercise

49. Do you invite local responders to observe or participate in the testing or review of your school's crisis management plan?

Yes

50. Has your school conducted a test under its crisis management plan in the past 12 months?

Yes

51. Which of the following functions are performed by your crisis management team? Select all that apply.

Coordinate testing and training on the plan
Determine emergency procedures
Determine individual roles and responsibilities
Update and review the plan when necessary

52. Which of the following actions does your school take to ensure that employees, students, parents, and others are aware of your crisis management plan and know what to do in an emergency? Select all that apply.

Conduct campus-wide drills

53. If your school has a business continuity plan, what does it address? Select all that apply.

Arrangements for offsite operations
Identification of critical functions that need to be restored quickly
Plans to restore critical school or campus functions

54. How often is your business continuity plan reviewed and updated? Select one answer.

Annually or more frequently

55. Does your school have a comprehensive plan for identifying, assessing, mitigating, and managing various types of risks (i.e. an enterprise risk management, or ERM plan)? Select the best answer.

Not applicable/don't know

56. Which of the following risk areas does your school address in its ERM plan? Select all that apply.

Not applicable/don't know

57. Does your school designate administrators to oversee risk identification and assessment by each campus department or functional area?

Not applicable/don't know

58. Does your school prioritize identified risks in each campus department or functional area based on probability of occurrence and severity of impact?

Not applicable/don't know

59. When identifying and assessing risks, does your school consider the "total cost of risk," i.e., both monetary and non-monetary costs such as lost productivity, distraction from mission, and negative publicity?

Not applicable/don't know

60. Does your school (or district) regularly involve your head of school (or superintendent and principals) in decision-making concerning selected high priority reputational, compliance, strategic, operational, or financial risks?

Yes

61. Does your school (or district) regularly involve your board of trustees (or school board) in decision-making concerning selected high priority reputational, compliance, strategic, operational, or financial risks?

Yes

62. Does your school (or district) regularly involve your board of trustees (or school board) in decision-making concerning selected high priority reputational, compliance, strategic, operational, or financial risks?

Yes

63. Does your school have a policy that outlines the time periods for retention and destruction of specific types of documents?

Yes

64. For whom does your school conduct training on the requirements of the Family Educational Rights and Privacy Act (FERPA)? Select all that apply.

All employees who work directly with children

65. If your school has an electronic discovery readiness plan, which of the following does it include? Select all that apply:

Not applicable/don't know

66. Does your school sponsor international trips or study abroad programs involving students?

No

67. Do you have a formal approval process for international trips or study abroad programs involving students?

No

68. Which of the following are addressed in your school's approval process for international trips and study abroad programs? Select all that apply.

Not applicable/don't know

69. Input from which of the following functions is used as part of process of approving an international trip or study abroad programs? Select all that apply.

Not applicable/don't know

70. Which of the following issues are included in written agreements with third-party providers for international trips or study abroad programs? Select all that apply.

Not applicable/don't know

71. What topics are included in the orientation for leaders of international trips or study abroad programs? Select all that apply.

Not applicable/don't know

72. What topics are addressed in parent and student orientation programs for a study abroad trip? Select all that apply.

Not applicable/don't know

73. Do you require parents or legal guardians to execute an appropriate waiver of liability prior to

their child's participation in an international trip or study abroad program?

Not applicable/don't know

74. Which of the following steps are taken for vetting host families and foreign national staff members who facilitate study abroad programs? Select all that apply

Not applicable/don't know

75. Do you have a policy or procedure to check or review the qualifications of foreign, private chartered transportation companies?

Not applicable/don't know

76. Do you have an emergency response and evacuation plan for each location where sponsored travel occurs?

Not applicable/don't know

77. If your school owns or operates 15 passenger vans, which of the following precautions are taken? Select all that apply.

Not applicable/don't know

78. If a third party or your school operates school buses, which of the following training is conducted for drivers? Select all that apply

First aid/emergency management
State mandated or other certified school bus driver training
Student behavior management

79. Which practices are in place for students who drive to sponsored off-campus school events? Select all that apply.

Not applicable/don't know

80. Are employees who drive school-owned vehicles on school business required to successfully complete driver safety training courses? Select the best answer

No

81. Does your school have guidelines for the use of private vehicles in school-related travel?

Yes

82. If your school has owned or leased vehicles, which of the following procedures are in place? Select all that apply.

Drivers are required to make reservations at least 24 hours in advance
Driver eligibility is managed by centralized department or office
Vehicles are used only for approved school related purposes

83. If your school has owned or leased vehicles, which of the following procedures are in place relating to vehicle maintenance? Select all that apply.

Maintenance personnel certification or licensing requirements
Preventive maintenance standards and inspection schedule
Weather-related maintenance procedures

84. Which criteria are used to select chartered transportation providers? Select all that apply

Compliance with federal and state requirements for certification, insurance, and safety

8. Employees and Volunteers

85. Which of the following requirements apply to the screening of employees at your school? Select all that apply.

Personal and employment reference checks
Personal interview
Verification of licenses and credentials required for position
Written application

86. Does your school perform background checks on employees? Select the best answer.

Yes

87. If your school performs background checks on employees, which do you perform? Select all that apply.

Criminal history
Educational credentials
Prior employer references
Professional licenses
Sex offender registries

88. Which of the following requirements apply to the screening of volunteers at your school? Select all that apply.

None of the above

89. Does your school perform background checks on volunteers who have frequent access to children? Select the best answer.

Yes

90. If your school performs background checks on volunteers who have frequent access to children, which checks do you perform? Select all that apply.

Criminal background checks
Sex offender registries

91. With respect to background checks performed on staff or volunteers, which of the following procedures does your school follow? Select all that apply.

Obtain written consent from person being checked
Person being checked is given an opportunity to respond to the results
Provide notice if the results are used in an adverse decision

92. If your school uses an outside vendor to conduct background checks, which of the following criteria was used when selecting the firm? Select all that apply

Capability to check criminal records in federal, state, and local offices

93. Does your school have a written policy on the grounds and procedures for disqualification of job candidates? Select the best answer.

Yes

94. Does your school have a discrimination or harassment prevention training program for employees?

Yes

95. What percentage of your employees have participated in discrimination or harassment prevention training over the last three years? Select the best answer.

80-100

96. On which of the following topics does your school provide supervisor training? Select all that apply.

Conducting accurate performance evaluations
Conducting job interviews
Documenting employee performance problems
Recognizing harassment and handling complaints
Using progressive discipline

97. Over the past three years, what percentage of your employees have participated in training on preventing and responding to child abuse and neglect? Select the best answer.

50-80 percent

98. Which of the following topics does your school address in training for employees or other persons who have direct or unsupervised access to children? Select all that apply.

Codes of conduct
Obligation to report suspected conduct violations
Obligation to report suspected abuse and neglect

99. Which of the following topics are addressed in your school's policies to protect children from sexual misconduct by employees and volunteers? Select all that apply.

Codes of conduct
Coordination with child protection and law enforcement on child abuse reports
Investigation of conduct violations
Reporting conduct violations

100. Does your school restrict access or supervise the visits by guests and staff to student residential facilities? Select the best answer

Not applicable/don't know

101. Does your school have a policy that addresses how to respond to potentially violent or troubling behavior by employees? Select the best answer.

Yes

102. Does your school have a policy that allows it to bypass normal disciplinary procedures and remove an employee from campus if an immediate safety risk exists? Select the best answer.

Yes

103. Does your school have the ability to discipline an employee based on violent acts or threats that occur off campus or during the employee's personal time? Select the best answer.

Yes

9. Student Affairs

104. Does your school have written policies on the recognition or registration of student organizations? Select the best answer

Yes

105. On which of the following topics are teachers or staff advisors to student clubs trained? Select all that apply.

Conduct rules
Fundraising

106. Does your school require teacher or staff advisors to student clubs to do the following? Select all that apply.

Advise club leaders and participants of applicable school rules
Attend club meetings
Stay knowledgeable about the organization's activities and finances

107. Does your school require parents or guardians to sign informed consent forms or releases for their student's participation in off-campus or voluntary activities? Select the best answer.

Yes

108. If your school requires the use of informed consent forms or releases for off-campus or voluntary student activities, were such documents developed or reviewed by legal counsel within the past two years? Select the best answer.

No

109. Who reviews and approves the participation of students in community service projects for school credit? Select all that apply.

Not applicable/don't know

110. Which of the following are addressed in your school's alcohol and drug policy pertaining to students? Select all that apply.

Conduct rules
Definitions and examples of forbidden substances
Purpose and scope of policy
Reporting to school officials or law enforcement

111. Which of the following topics are covered in training or educational sessions with your school's staff? Select all that apply.

Definitions and examples of forbidden substances
Purpose and scope of alcohol and drug policy pertaining to students
Reporting to school officials or law enforcement
Student conduct rules

112. What steps does your school take to intervene with students who are suspected to have alcohol or other substance abuse problems? Select all that apply.

Behavioral agreements
Teams to identify and respond to students of concern

113. Which of the following alcohol and substance abuse topics are addressed in school sponsored education for students? Select all that apply.

Available resources and support systems
Myths of widespread use and acceptance
Risks to health, safety, and academic performance
School policy and applicable laws

114. Which of the following information does your school disseminate to parents regarding student

alcohol or substance abuse and underage drinking? Select all that apply.

Applicable laws and school policies
Available resources and support systems
Risks to health, safety, and academic performance
Warning signs of potential abuse

115. If school vehicles are used for athletic teams, which of the following is addressed in your vehicle use policy? Select all that apply.

Driver qualifications
Safe driving practices
Roadside emergency response and documentation of incidents

116. If your school sponsors athletics teams, which of the following is required prior to student participation? Select all that apply.

Assumption of risk or informed consent forms signed by parents or guardians
Consent to emergency medical treatment, signed by parents or guardians
Pre-participation examination

117. If your school sponsors student athletic teams, which of the following are in place for athletic emergencies? Select all that apply.

An emergency response plan that involves medical personnel, senior staff, and local authorities
Written safety duties in athletic staff job descriptions

118. If your school sponsors student athletic teams, which of the following are in place for emergency medical treatment? Select all that apply.

Designation of personnel authorized to provide treatment

119. Which of the following does your school require of each coach of a sponsored student sport or athletic program? Select all that apply.

Certification to teach the sport or athletic activity
Training on safety rules

120. Which of the following is addressed in your school's concussion management plan for athletic activities?

Annual coach training on the signs of concussion

121. Which of the following is included in your school's return-to-play guidelines for students who experience a potential head injury? Select all that apply.

Physical examination and medical clearance before return to play

122. Which of the following measures are used to prevent injury during athletic practices? Select all that apply.

Athlete training and acclimation before introduction of unfamiliar activities or equipment
Contingency plan in the event of extreme heat or other dangerous conditions
Pairing of players based on size and ability

123. Does your school have a designated team of officials who receive, evaluate, and respond to reports of concerning student behavior? Select the best answer.

Yes

124. If your school has a team that receives, evaluates, and responds to reports of concerning

behavior, which of the following functions are represented? Select all that apply.

Academics
Athletics
Health or counseling
Public safety

125. What steps does your school take to ensure that concerning student behavior is reported on a timely basis? Select all that apply.

Educate potential reporters on what and where to report
Review at least annually the effectiveness of education and reporting methods

126. Which of the following does your school's behavioral intervention or threat assessment team document? Select all that apply

Inquiries conducted
Interventions conducted
Reports made to the team

127. Does your school refer cases involving potentially violent students to law enforcement personnel to perform threat assessments? Select the best answer.

Yes

128. Which of the following issues are addressed in your school's written policies on student conduct and discipline? Select all that apply.

Decision by an impartial school official or board
Notice of violations
Student's or parent/guardian's opportunity to present evidence

129. Does your school have a written policy governing the short-term suspension of students? Select the best answer.

Yes

130. If your school has a policy on the interim suspension of students, which of the following does it address? Select all that apply.

Grounds for the interim suspension
Notice to the student
School officials who are authorized to make decisions
Student's or parent/guardian's opportunity to respond as soon as practicable

131. Does your school have a written policy on the voluntary leave of absence or withdrawal of students? Select the best answer.

Yes

132. If your school has a policy on the voluntary leave of absence of students, does it address the following? Select all that apply.

Effect on transcript
Impact on student status and scholarships

133. Does your school have a written policy on the school-mandated or involuntary leave of absence of students? Select the best answer.New Radio Button Question

Yes

134. If your school has a policy on the involuntary leave of absence of students, does it address the following? Select all that apply.

Decision by an impartial campus official
Medical or psychological evaluation
Notice to the student
Student's opportunity to respond

135. Has your school designated at least one official to receive and respond to complaints of educator and peer harassment of students? Select one answer.

Yes

136. Which of the following persons has been trained on how to receive and respond to complaints of educator and peer harassment of students? Select all that apply.

School officials designated to receive complaints
All teachers and other staff who have frequent contact with students

137. Does your school conduct training to make students aware of the warning signs and what to do in the case of harassment or assault? Select the best answer.

Yes

138. What topics are addressed in educational sessions for students on harassment and assault? Select all that apply.

Applicable laws and/or codes of conduct
Campus and police reporting options

139. Which of the following components are included in your school's anti-bullying policy? Select all that apply.

Definition of bullying or related term
Examples of bullying behavior, including cyber-bullying
Potential penalties of bullying
Reporting mechanisms and response procedures

140. Which of the following measures does your school take to reduce bullying? Select all that apply.

Train teachers on how to respond to bullying incidents
Educate students on bullying and how to respond and report it
Investigate incident reports consistently
Monitor bullying "hot spots" such as hallways, bathrooms, and school buses

141. Which of the following steps does your school take to investigate reports of troubled employees? Select all that apply.

Document both employee and school actions

Proposal Prepared For:

Torch Learning Management System

Date: March 27, 2014

Torch LMS Proposal

Torch LMS is an excellent solution for The Nevada Public Agency Insurance Pool. Torch is an award-winning learning management system that is powerful, yet easy-to-use. Torch LMS combines the essential features of learning management and social learning into a unique and affordable business tool.

Our system was developed by learning professionals, and our focus is on ease-of-use, an intuitive interface, and the essentials of learning management. Our customers really love using our system.

Torch LMS will save you many of the hassles and frustrations that are wide-spread in the LMS industry. A leading industry publication reported that **nearly 60% of LMS buyers are considering switching to another solution**. Through our extensive experience and exhaustive research, we have developed a unique system that has set a new standard in the industry.

We have matched our powerful product with an unprecedented service model. Our goal is to delight our customers, and you will love working with our world-class

Torch LMS Benefits

- Intuitive User Experience
- Ensure training compliance
- Centralize training records
- Administrators save time
- Reduce travel costs
- Standardize training curriculum
- Increase user engagement
- Fully hosted (SaaS) solution
- Mobile Friendly
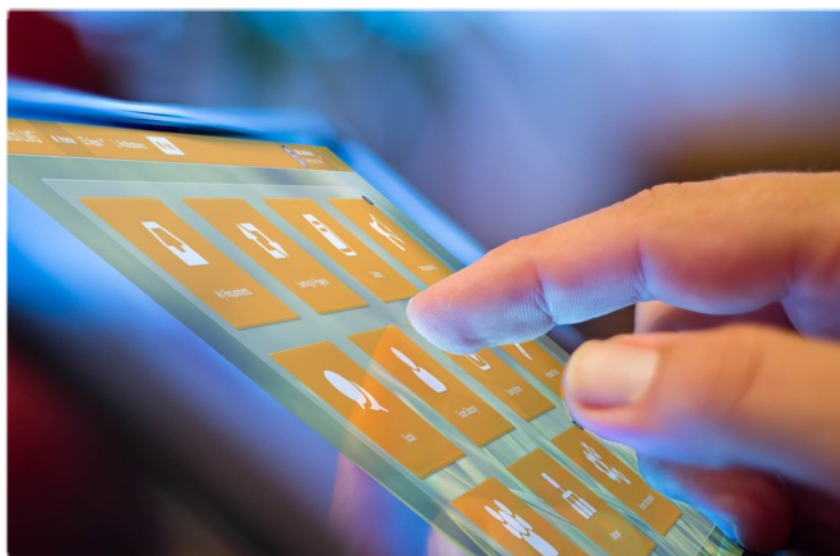
Our award-winning LMS is designed around efficiency, ease-of-use, and doing the essentials really well. First and foremost, we have designed a system around what learning managers really need on a daily basis, and what organizations need to ensure that the learning function is delivering its promised results. We have also learned from the shortcomings of other systems and have developed a unique and powerful LMS.

We are passionate about having a powerful product, but we are equally focused on providing world-class service. Our team gains a lot satisfaction from developing excellent relationships with our customers, and delighting them by exceeding their expectations.

The name "Prometheus" comes from Greek mythology. Prometheus was the Titan of knowledge who took fire from Olympus and gave it to humankind. In this story, fire is a symbol of knowledge, technology, and progress. Prometheus means "forethought" in Greek, and in English it has become an eponym denoting "daring creativity or bold originality." Prometheus was the wisest Titan, and he symbolizes human achievement, especially in technology. With forethought and bold originality we have created a learning management system that will expand the performance capacity of your greatest business investment: your people.

Company Profile
Prometheus Development, Inc.

Prometheus Development's helps organizations manage employee training. We have developed Torch Learning Management System (LMS), a powerful online application that allows businesses to track, publish, assign, and manage employee training. This includes numerous automated tools, eLearning functionality, classroom management, and extensive dashboards and reporting tools. We provide hosting and support for Torch LMS.

- Headquarters: Utah
- Year Founded: 2010
- Key Partners: SkillSoft Corporation and RackSpace
- Key Customers: Questar Gas, IEEE, Workers Compensation Fund, LA Care, HRG North American, YESCO Electronics, Spring Mobile (leading AT&T retailer), Extraco Banks
- Better Business Bureau rating: A-
- Industries Served: Consulting, construction, banking, energy, healthcare, information technology, insurance, manufacturing, non-profit, retail, services, telecommunications, travel & tourism.
- Industry Award: Gold, Best Advance in Learning Management Technology for Small and Medium-Sized Businesses
- Leading industry analyst firm, Brandon Hall calling Torch LMS: "One of the cleanest, most intuitive systems on the market."

	Description	Year One	Year 2 (and subsequent yrs.)
Implementation (one-time fee)	Set up environments. Hosting environment set up, administrator training, standard site customizations, SSL, domain set up, project management	**$5,000**	None
Monthly Fees (Hosting, Support, Licensing)	System hosting; unlimited data storage; data backups, system maintenance; up to 20 hours of annual support; ongoing releases and feature enhancements. User access and licensing.		
	Up to 2000 active users	**$2000** per month	**$2000** per month
	Overage (user over 500)	**$1** per user per month	**$1** per user per month
Custom Integration (Optional)	Secure integration of user data with existing system	$3,800 (May vary, based on scope)	None

✓ Effortlessly assign customized learning plans (i.e., list of required training) by positions or other grouping

✓ Training catalog; admins publish training items to be viewed here; items can be permissioned by select groups (not viewable by others); each item in the catalog shows an average user rating

✓ The fastest way to deploy SCORM (web-based training) content in just a few clicks

✓ Create blended learning programs, combining classroom and web-based requirements into one training program

✓ Manage class instructors in one place; with their class ratings, contracts, and information

✓ System training catalog that contains all types of training: classroom, virtual, web-based, assessments, videos, audio, documents, etc.

✓ Option to require supervisor-approval for users to enroll for specific training items

✓ Run canned reports or build custom reports

✓ Administrators can view organization-wide dashboards to monitor progress and compliance

✓ Supervisor dashboard and tools for running reports, assigning training to subordinates, and approving training for subordinates (if admin has set the training to require supervisor approval)

✓ Phone support for administrators; work with our highly-responsive support team

✓ Powerful social learning tools: discussion boards, blogs, and an internal expert directory

✓ Automated features, such as recurring classes that your administrator sets up one time (the system, in essence, becomes an extension of your staff)

✓ Robust assessment tool for testing, surveys, and other evaluations; integrates with training items in the system; this tool can also be used as a stand-alone survey tool

✓ Attachments can be connected to an assessment (for testing on a written policy, etc.)

✓ Users can enter their own training records (e.g., from a conference), with optional supervisor approval

✓ Employee data can be uploaded through several easy options: user-register, manual input, bulk import

✓ Custom web pages can be created and linked to the home page

✓ Automated, customizable email notifications sent to users, supervisors, instructors, or administrators

✓ Simple data entry tools for admins

✓ Class calendar where users can enroll by clicking on an item on the calendar

✓ System automatically creates user groups by admin-defined criteria; saving many hours of admin work
    "Request training" form; users complete, and admins are able to view requests from dashboard

✓ User profiles; user can indicate areas of expertise and level; this shows up in the internal expert
    directory

✓ Admins can attach handouts and curriculum to training items (viewable by users)

✓ Users can subscribe to their favorite discussion boards or blogs in the system, with the option to have
    new entries/comments sent to them via email

✓ Fully hosted (SaaS) solution; requires no software installations, very little bandwidth, and no
    maintenance

✓ Site analytics; graphical display of number of unique users to visit the system over time

✓ Customize how often a required training item should be retaken (add to learning plans)

✓ Option to upload photo of each employee (user) and instructor to display in the system

✓ Announcements section on homepage; admin can post announcements about the company or training

✓ Global setting section allows you to adjust many features to ideally fit your organization's culture

✓ Customizable certificates, with dynamic fields; users earn certificates after completing training

✓ Mobile friendly site

As an agile development shop, we continue to add new features to the system regularly.

At Prometheus Development the relationships we build with our clients are the cornerstone of our organization. We intend to work closely with you to understand your business needs and challenges, and to discover ways we can drive results together.

We are with you every step of the way. We provide administrator training during implementation, and work to ensure that you are getting the most out of the system as your organization grows.

Support and service are among the areas where many LMS buyers become frustrated. Our business model is shaped around partnering with you to drive business results. You will find that our team is enjoyable to work with, and that we are eager to help you succeed.

Torch LMS Customer Service:

- We include 20 hours of annual, personal support time (at no additional cost); our support services include troubleshooting, integration support, compatibility support, and system functionality questions (system bug fixes are not deducted from this 20 hours)

- Your administrator has direct access to three support channels:

    1. A dedicated account representative

    2. An implementation specialist

    3. A team of support specialists who will ensure your satisfaction

- We provide phone support; we also provide email support

- The average customer support turnaround time is one hour (during business hours)

6	Training Resources

Torch LMS is very intuitive and requires very little user training. We also have a number of training resources to support the implementation process and ongoing efforts to utilize your system, including:

- Administrator user guide

- Live web-based administrator training

- Best practices documentation

- Additional web-based training

- Live phone support

- Custom training and consulting (additional cost)

These resources can be accessed from our support portal at: support.torchlms.com (we will provide you with a login during implementation).
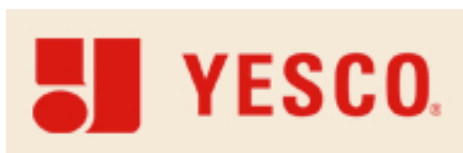
User Testimonials

System Administrator:
The more I use the system the better it gets.

Alvin (user):
Torch LMS is easy to navigate and find information.

System Administrator:
We have a great thing going right now. Thanks for your help in customizing the site. I believe this will make a big, big difference in the performance of our sales reps.

Chase (user):
Very easy to use.

System Administrator:
I've received great feedback and our people love the system. Several people have told me how much easier it is to use and navigate [than our previous LMS].

James (user):
I really like the look and feel.

Dapo (user):
Whoa!!!! I just completed the 6 courses required and I must say, the new system is LOADED with information. One can even use the classes to train new customers and business partners about [our products]. Simply amazing!!!!

Anthony (user):
Much faster than our last LMS.

Margaret (user):
I LOVE, LOVE, LOVE the new eLearning system [Torch LMS]. What an AMAZING and GREAT way to help new [salesperson] succeed in building a successful books of business. [Sales people] who have been in with the company for a while will also find that the Academy courses are a SUPER way to keep them up-to-date on all the new and exciting things that are happening in our industry. Thank you so much for adding the academy. I LOVE [this company]!

Sharren (user):
WOW, I just completed my courses in Torch LMS. Once again, [the sales team have] taken it to a whole new level. It easy for new people to get training from day one, even if there is no meetings in their area. Its simple and anyone can do it. Thanks!

Desler (user):
I like how you have incorporated the progress bar for reporting on individual courses.

Kyle (user):
The [AJAX] search bar is great!!!

Roy Jr (user):
This [online learning system] is outstanding and informative. Thank you!!!

Professional Testimonials

Joe Ganci (AKA, eLearning Joe) - CEO of Dazzle Technologies
I've seen LMSs that cost millions of dollars and I've seen LMSs that cost less than Torch, but those that do tend to be underpowered and eventually abandoned. That's why I like Torch - reasonable price compared to others, yet robust and feature-rich.

Kevin Miller - President, Vision Bound International
After thirty-plus years in the training & development industry, I have never seen a system that so effectively brings together all of the tools necessary to manage organizational learning and development. Torch LMS is intuitive, powerful, and focused on the essential features that drive business. Trade in your current LMS, and prepare to be dazzled!

Matt Visser - President, Victig
Every once in a while a new technology changes the way we do business. Prometheus Development has done that for our partner and employee training which is highly critical given our industry. Torch LMS is intuitive, simple, and accommodating. There are many learning management systems on the market today, but Torch is the only one I would recommend. It is truly an exceptional business tool.

Garin Hess - President/CEO, Rapid Intake
There is a new breed of LMSs coming out with better design, focused on productive workflow and usability. Within this new generation of LMSs, the Prometheus LMS is one of the most well thought out and designed.

Professional Organizations

✓ Leading industry analyst firm, Brandon Hall, gave a very positive review to Torch LMS, calling it:

  "One of the cleanest, most intuitive systems on the market."

✓ In 2013, the Brandon Hall Group awarded Torch LMS highest honor (Gold level) in the category of "Best Advance in Learning Management Technology for Small and Medium-Sized Businesses."

✓ Prometheus Development is accredited with the Better Business Bureau, and has an A- rating.

1.0   Four-Layer Security

Prometheus Development utilizes a fully integrated portfolio of services to manage devices and best practices to ensure the highest levels of security for customer data.

Our portfolio covers all four critical security areas: physical security; operational security; system security; and application security. Physical security includes locking down and logging all physical access to servers at our data center. Operational security involves creating business processes that follow security best practices to limit access to confidential information and maintain tight security over time. System security involves locking down our systems from the inside, starting with hardened operating systems and up-to-date patching. Application security involves measures taken throughout the application's life-cycle to prevent exceptions (vulnerabilities) through flaws in the design, development, deployment, upgrade, or maintenance of the application.

With our hosted solution we have the ability to customize security to fit your needs. Our promise of world-class support includes cutting-edge security. We will do whatever it takes to ensure that all our customers are satisfied and protected. We take security seriously!

1.1   Physical Security
- ✓ Data center access limited to authorized data center technicians
- ✓ Biometric scanning for controlled data center access
- ✓ Security camera monitoring at all data center locations
- ✓ 24x7 onsite staff provides additional protection against unauthorized entry
- ✓ Unmarked facilities to help maintain low profile
- ✓ Physical security audited by an independent firm

1.2   Operational Security
- ✓ ISO17799-based policies and procedures, regularly reviewed as part of a SAS70 Type II audit
- ✓ All employees trained on documented information security and privacy procedures
- ✓ Access to confidential information restricted to authorized personnel only
- ✓ Systems access logged and tracked for auditing purposes
- ✓ Secure document-destruction policies for all sensitive information
- ✓ Fully documented change-management procedures
- ✓ Independently audited disaster recovery and business continuity plans in place for host solution headquarters and support services

1.3   System Security
- ✓ System installation using hardened, patched OS
- ✓ System patching configured to provide ongoing protection from exploits
- ✓ Dedicated firewall and VPN to help block unauthorized system access
- ✓ Data protection with managed backup solutions

1.4   Application Security
- ✓ Passwords and data encrypted during transmission through SSL encryption
- ✓ Secure media handling and destruction procedures for all customer data
- ✓ Our security services team can provide guidance in developing security processes for compliance programs

2.0   Additional Security / Backup and Restore

2.1   Firewall Protection

You store valuable and confidential information on our systems, so our services guarantee that it stays secure. With highly qualified security engineers maintaining our network, and outstanding Cisco firewalls you are assured that Prometheus Development can provide you with the security that you need.

Our dedicated firewall acts as a protective barrier to keep destructive forces away from your mission-critical data. Here is a quick overview of our Firewall Protection:

- ✓ Experienced CISSP-Certified Security Professionals
- ✓ Security Engineers On Site 24x7x365
- ✓ Fully Managed Cisco Dedicated Firewalls
- ✓ Firewall control panel for higher customer control and visibility over security
- ✓ Port Blocking, Packet Inspection, Virtual Private Network
- ✓ Excellent customer support provided all day every day
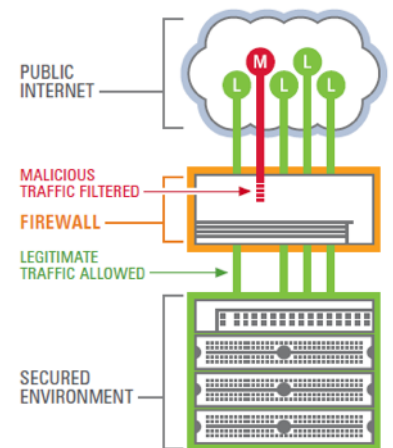
2.2   SSL Encryption

We utilize the leader and most trusted name in the industry – **VeriSign**. Secure Sockets Layer (SSL) is an encryption technology that protects your private information while it's in transit via the Internet. SSL certificates let you know that you can confidently share your data with others.

2.3   Anti-Virus Protection

With Cyber Crime posing an unyielding threat to businesses today, our anti-virus solution helps avoid infections from viruses, spyware, adware and unwanted applications. At Prometheus Development we utilize an advanced Anti-Virus technology that's fully managed by our experts, so servers get the ultimate level of protection. Our managed anti-virus solution powered by Sophos will help you meet important regulatory compliance requirements for PCI DSS, HIPAA, Sarbanes-Oxley (SOX), or SAS-70. Benefits of our managed Anti-Virus Solution powered by Sophos include:

- ✓ Provides proactive, sustained protection against viruses, worms, Trojans, spyware and other malware
- ✓ Uses Behavioral Genotype Protection™ to provide zero-day protection by proactively identifying programs that will behave maliciously before they execute. Behavioral Genotype Protection identifies malicious code on file servers and deletes it before it executes or reaches endpoint computers on our network
- ✓ Provides 24x7x365 protection by SophosLabs, and Sophos's global network threat analysis center
- ✓ Virus definitions automatically updated every five minutes

Sophos is a dominant force in IT security and control around the world. For more information, visit www.sophos.com.

2.4   Backup and Restore

In the event of an unforeseen disruption your data can be quickly restored. At Prometheus we utilize CommVault backup technology to backup/restore your data at a very granular level. Our services include:

- ✓   Daily differential backups with transactional logs
- ✓   Weekly full backups (*two weeks onsite retention*)
- ✓   Offsite data storage with Iron Mountain (*four-hour offsite restore guarantee*)

In 2011, CommVault was positioned in the "Leaders" quadrant in Gartner's Magic Quadrant for Enterprise Disk-Based Backup and Recovery. They have formed worldwide strategic partnerships with leaders such as Dell, HDS, HP, Microsoft, NetApp, VMware, Novell, Oracle, Sun Microsystems, and Bull. For more information, visit www.commvault.com.

10	IT Criteria

Compatible Media Files:

SCORM/AICC	VIDEO	AUDIO	DOCUMENTS
‣ SCORM 2004 ‣ SCORM 1.2	‣ MP4 ‣ M4V ‣ MOV (Quicktime) ‣ FLV (Flash Video) ‣ F4V (Flash h.264 Video) ‣ WMV (Windows Media) ‣ SWF (Flash)	‣ MP3 ‣ AAC ‣ M4A ‣ F4A ‣ OGG	‣ DOC/DOCX (Microsoft Word) ‣ XLS/XLSX (Microsoft Excel) ‣ PPT/PPTX (Microsoft PowerPoint) ‣ PDF (Adobe Portable Document Format)

IT CRITERIA (US) Fully supports these formats:	Requirements	Compatible
	Windows XP SP3	Yes
	Windows 7 and 8	Yes
	Mac OS X	Yes
	Internet Explorer 7 and above	Yes
	Firefox 4 and above	Yes
	Safari 4 and above	Yes
	Mobile Device Browsers	Yes

Torch LMS is compatible with all major content and authoring tool providers. We also resell hundreds of off-the-shelf, web-based training modules, provided by our partner, SkillSoft (at premium pricing). Ask your sales representative for details on off-the-shelf content.

About SkillSoft

SkillSoft is a leading provider of e-learning content for global enterprises, government, education and small to medium-sized businesses. Content offerings include business, IT, desktop and compliance and courseware collections, as well as complementary content assets such as Leadership Development Channel video products, KnowledgeCenter(TM) portals, virtual instructor-led training services and online mentoring services. Books24x7(R) offers online access to more than 25,000 digitized IT and business books, as well as book summaries and executive reports. Technology offerings include the SkillPort(R) learning management system, Search-and-Learn(R) and SkillSoft(R) Dialogue(TM) virtual classroom and inGenius™ social learning layer.

The ROI of eLearning

Save time without decreasing training benefits

Web-based training yields time savings of 35-45% over traditional classroom instruction while maintaining equivalent or better gains in learning retention and application of learning to the job (Fletcher, 1990). A review of over 130 case studies found that eLearning training requires significantly less time than instructor-led training (Hall, 1997). The amount of saved time ranged from 20-80% with 40-60% being the most common range for timesaving. The research did not find a decrease in training effectiveness, and in fact reported a substantial increase in training effectiveness in both learning retention and transfer of training to the job.

More cost effective

Although the cost for developing web-based training content can have higher costs initially, the cost per student goes down exponentially with the increase in the number of students who attend the training. Elearning can reach more people in a shorter amount of time than traditional classroom training.

Minimizes travel costs

Elearning can cut travel/entertainment costs associated with training by at least 50% (Hall 1997). Other studies have shown that when implemented properly these costs can be reduced by at least 80% (Hemphill 1997).

Lessen time away from work

As noted above, compared to traditional instructor-led training, eLearning usually reduces the time spent in training by 40-60% without losing the benefits of the training. The most significant impact on training ROI is in savings in wages and opportunity costs.

Provides consistent course delivery

No matter how many times an instructor presents a particular class, their performance will be different each time. One study found an average delivery variance of 59% between presentations by classroom instructors (Adams, 1992). With eLearning, each learner gets exactly the same content, no matter when they take the course. This leads to very consistent delivery of material that is not possible in a traditional classroom approach. The research indicates that the average variance of eLearning is 40% less than traditional classroom training (Ibid.).

Provides consistently higher learning results over traditional training

Although eLearning usually does not entirely replace traditional classroom training in most organizations, transitioning to eLearning has many advantages. Elearning achieves consistently better learning results over traditional classroom instruction (Fletcher, 1990). Some of these results are discussed above. Adams (1992) reported specific advantages of eLearning over classroom training: (1) e-learning produces a 60% faster learning curve compared to traditional instruction; (2) learners had up to 50% higher content retention for e-learning over traditional classroom instruction; (3) elearning students demonstrated 56% greater gains in learning than did students who were taught by traditional instruction; (4) consistency of learning was up to 60% better for students taught through e-learning over those taught by traditional methods; (5) consistency of the presentation of content was 40% higher for e-learning and (6) training compression was up to 70% faster for e-learning than it was for traditional classroom training.

On-going training creates a more productive workforce

Employees who receive ongoing training work more efficiently than their counterparts who received no on-going training (Forman, 1994). Forman reports on the following business outcomes: (1) the cycle time for manufacturing was significantly decreased; (2) sales significantly increased; (3) absenteeism decreased; (4) product quality significantly increased with less waste due to error and (5) reduction in accidents and lost time injuries.

An extensive study by the Department of Labor concluded that "training raises productivity by almost 16%" (U.S. Department of Labor, 1996, p. 28). Elearning provides an even more efficient delivery means to drive increases in productivity through training.

Training Decreases Employee Turnover

Employee turnover can be very expensive, with the cost ranging from 25% to 250% of the exiting employees total compensation. Turnover can vary from industry to industry, but 13% is a conservative average, estimated by the Bureau of National Affairs. This means that a company of 1,000 employees, with an average salary/benefits package of $60,000 would incur $2 million annually in turnover costs alone.

On-going training significantly reduces employee turnover (McNamara, 1999). A comprehensive study by Corporate University Review (1999) found that extensive and ongoing training and development was second only to stock options as a primary means of attracting and keeping talented workers. CEO Magazine identified the "Top reasons people stay," with the top item being: "Development Opportunities." According to a survey by Training & Development Magazine, "learning & development" was number two on the top twenty reasons employees stay at their jobs. With today's younger, tech-savvy workforce, providing development opportunities on the computer and mobile devices is a perfect way to provide training through a this generation's preferred medium.

The Proof is in the Numbers

The American Society for Training and Development (ASTD) has published extensive studies on the impact of organizational learning, including technology-based learning. Below are some of the results of these studies. We believe our system is the most efficient way to manage and drive a culture of learning and achieve these kinds of results.

Eli Lilly and Co.
Measured the impact of a major technology overhaul within their organization. ROI: Increase in $3.7 billion in sales due to better training of their salesforce
-Implementing E-Learning Solutions (ASTD 2001)

Lockheed Martin
Measured web based training versus classroom training. ROI: 521% (this was 66% greater than classroom training)
-Implementing HRD Technology (ASTD 1999)

Apex Corporation
Measured sales performance after sales training. ROI: 2,981% increase in sales ($3,339,504)
-Measuring ROI, Vol. 2 (ASTD, 1997)

Employee Training Increases Customer Satisfaction

The Customer Service Institute estimates that it costs five times as much capital to acquire a new customer as it costs to service an existing one. A study by Bain Consulting (Business Week, August 1992) demonstrated that increasing customer retention by as little as 2% had the same effect on profits as cutting costs by 10%. Consistent, cost-effective training is one of the most important ways to retain customers.

One study showed an average gain of 10-15% in customer satisfaction and retention following eLearning in customer service skills (Forman, 1994). The study also found an increase in speed of service to customers and a decrease in customer complaints following training

References

Adams, Gregory L. (1992, March). "Why Interactive?" Multimedia & Videodisc Monitor

Forman, David C. (1994). "An ROI Model for Multimedia Programs." Multimedia Today, Volume 2, Issue 3

Fletcher, J.D. (1990, July). Effectiveness and Cost of Interactive Videodisc Instruction in Defense Training and Education, Washington DC: Institute for Defense Analyses.

Hall, Brandon (1995a). Return-on-Investment and Multimedia Training: a Research Study. Sunnyvale, CA: Multimedia Training Newsletter.

Hemphill, Hoyet, H. (1997) <i>The Impact of Training on Job Performance, NETg White PaperAvailable at http://www.netg.com/research/resultsreport97.htm

| 13 | Implementation Schedule |

Anticipated implementation timeframe: 2–3 weeks (with custom integration would add additional time)

- √ Initiate implementation project

- √ Develop rollout strategy

- √ Provide administrator training

- √ Final system set up

- √ Launch site (testing)

- √ Go Live (launch to workforce

Step 1

✓ Contact Trisha Young. She can answer questions and provide documents to move forward.

Trisha Young
Prometheus Development, Inc.
480-235-1009
Trisha.Young@TorchLMS.com

Step 2

✓ Sign the license agreement (to be provided by Trisha Young); make first year payment.
✓ We will set up a kick-off meeting to plan the implementation of your system, with a detailed rollout schedule.

This proposal is effective for 30 days

Thank you.
WE LOOK FORWARD TO WORKING WITH YOU

Loss Control Excellence Program for School Districts

1.

1. Information

Your Name

Dan Murphy

Your Email

dmurphy@pershing.k12.nv.us

Organization Name

Pershing County School District

2. Page One

2. SECTION I - Loss Control Organization

	Yes	No
A Loss Control Policy Statement has been issued by entity management that defines the goals, objectives and responsibilities of the loss control program.	✔	
The Loss Control Policy Statement has been distributed to all employees.	✔	
A resolution/ordinance has been passed by the governing body to establish and promote the loss control program.	✔	
New employees are given a copy of the policy statement as part of their orientation.	✔	
The policy statement has been posted at prominent locations throughout the agency.	✔	
A loss control coordinator has been chosen to organize and oversee the entity's loss control program.	✔	
The loss control coordinator reports directly to top management. (i.e. mayor, city manager, county manager, etc.).	✔	
The loss control coordinator has completed at least one training class within the last two years that deals directly with loss control, safety, human resources, etc.	✔	
The loss control coordinator is a member of a local or national organization that is dedicated primarily to the promotion of loss control and safety. Some examples include PRIMA, ASSE, RIMS, etc.	✔	
Funds have been budgeted which are specifically allocated for the loss control program.	✔	
A safety committee has been established which is comprised of representatives from each major department or work group in the agency.	✔	
The safety committee has an established meeting schedule and announced in a manner so staff, management and elected official are aware of meeting times, locations, etc.	✔	
Minutes of each meeting are taken and distributed to committee members and management.	✔	
The safety committee has developed a written action plan that includes goals, objectives and projected target dates. The plan is reviewed and renewed at least annually.	✔	

	Yes	No
The safety committee prepares an annual written report to management which spells out what has been accomplished during the year and what activities and goals are planned for the coming year.	✅	
There is a system by which all major locations and work sites throughout the entity receive regular safety inspections.	✅	
All safety training documentation is maintained to be readily accessible.	✅	
Checklists that are specific to the type of location being inspected are used to document all safety inspections.		✅
Safety inspection results are shared with the responsible supervisor or manager so that corrective action may be taken.	✅	
Supervisors and managers are responsible for taking timely action to safety inspection findings and recommendations.	✅	
Corrective action resulting from safety inspections is documented in a way to show when and how the hazard was corrected.	✅	
A formal program of claims review exists whereby past claims are analyzed in an effort to identify trends or areas of concern.		✅
A hazard communication program is in place which makes MSDS readily accessible at each qualifying location.	✅	

3. New Page

3. SECTION II - Employment

	Yes	No
An entity-wide personnel system has been adopted. The system establishes procedures for application, interviewing, discipline and other human resource functions.	✅	
Each personnel file contains: application form, changes in pay record, reciept(s) for notification of changes in policies and procedures, job description, performance reviews, disciplinary actions, training and education documentation	✅	
An E.A.P. (Employee Assistance Program) is available to all employees.	✅	
Entity has established a Drug & Alcohol Free Workplace program.	✅	
Appropriate license and permit checks are performed on all new employees before assuming critical duties.	✅	
References are checked on prospective employees prior to offer of employment.	✅	
New employees receive training on accident and injury reporting procedures before beginning their assignment.	✅	
Medical records are maintained in locked limited access file separate from other files	✅	
I-9 forms are maintained separate from other files	✅	
Written job descriptions are maintained for each position. Job descriptions include physical requirements	✅	
Employees have access to policies and procedures manuals	✅	
Required employment related notices/posters are conspicuously displayed at appropriate locations	✅	
Standard application form has been reviewed and approved by Pool/Pact Human Resources	✅	
Job opportunities are posted and announced in accordance with personnel policy and collective bargaining agreements.	✅	
FSLA exempt/non-exempt positions have been identified.	✅	

	Yes	No
Legal compliance policies include: EEO, ADA, FMLA, FLSA, DOT Drug and Alcohol.	✓	
Employees have received harassment and discrimination training and there are procedures for acknowledging and investigating complaint.	✓	

4. New Page

4. SECTION III - Vehicle Fleet

	Yes	No
There is a vehicle use policy in place with written rules that outline drivers responsibility while operating agency vehicles	✓	
A mobile communications policy is in affect that states the approved methods of cell phone and radio use	✓	
Verification is obtained of current valid driver license of the appropriate class for the type of vehicle(s) being operated before drivers begin their assigned duties	✓	
Motor Vehicle Records (MVR's) for all drivers of agency vehicles are obtains and reviewed annually	✓	
Driving standards have been established to qualify and determine driver eligibility	✓	
Drivers are given on-road assessment in a vehicle of the type to be driven under similar conditions	✓	
A point or similar-type system has been established so that MVRs can be evaluated in an objective manner	✓	
A policy is in place that triggers corrective measures if a driver develops a pattern of traffic violations or preventable accidents	✓	
There is a program for replacing vehicles when they reach an established age and/or number of miles		✓
The agency has a preventative maintenance program based on manufacturer's recommendations, is performed by qualified persons and includes recordkeeping of all service and repairs	✓	
Mechanics are responsible for safety checks of vehicles when routine or emergency maintenance is performed.	✓	
Drivers of DOT regulated vehicles conduct pre- and post-trip inspections with deficiencies noted and reported to the supervisor. Inspections include a check of all safety equipment.	✓	
Driver of non-DOT regulated vehicles are required to visually inspect the vehicle for unsafe conditions. Unsafe conditions are reported to fleet supervisor	✓	
Vehicles are equipped with fire extinguishers, first aid kits and emergency signaling equipment (reflective triangles, flares etc.).	✓	
Each vehicle has been provided a "glove box" accident reporting packet to be completed at accident scene.		✓
An accident review board or safety committee evaluates all vehicle accidents to determine preventability and to make corrective action recommendations.	✓	

5. New Page

5. SECTION IV - FISCAL CONTROLS

	Yes	No
Are there written policies and procedures for the collection, recording, safeguarding and depositing of cash receipts for all locations?	✓	
Are responsibilities for cash receipt functions segregated from those for cash disbursement?	✓	

Are responsibilities for preparing and approving back account reconciliations segregated from other cash receipt or disbursement functions?	✓	
Is responsibility for petty cash accounts vested in one individual?	✓	
Are only original receipts (no photocopies) used to support petty cash disbursements?		✓
Are physical security safeguards maintained where cash is stored and processed?	✓	
Is a balance and summary of all cash receipts prepared daily?	✓	
Are purchases of postage paid for by check only?	✓	
Are purchases of postage compared to postage meter usage?	✓	
Is there a procedure in place to control receipt, issue, inventory and access to blank checks?	✓	
Are checks pre-numbered?	✓	
Does someone approve bills for payment other than the persons who sign checks?	✓	
Is the signature plate and use of the check signing device kept under the control of the official whose name appears on the signature plate?	✓	
Are bank statements reconciled monthly?	✓	
Are safe or vault contents inventoried monthly?	✓	
Are physical inventory counts periodically conducted and reconciled with receiving reports?	✓	
Are the duties of programmers and operators separate?	✓	
Is access to terminals and data entry restricted to authorized employees?	✓	
Is password security over computer systems set-up on an individual basis?	✓	
Are employees required to take periodic vacations and in their absence do other employees perform their work?	✓	

6. Buildings and Grounds

6. Which of the following information does your school compile following an accident causing personal injuries or property damage? Select all that apply.

Additional physical evidence
Description of the premises and relevant conditions
Factual accident description (what, where, who, etc.)
Photographs
Witness statements

7. Which of the following steps are taken by your school after an accident investigation report is prepared? Select all that apply.

Conduct accident analysis, including how and why
Evaluate and implement recommendations to prevent future accidents

8. Which groups does your school train on how to respond to a school-related accident or injury? Select all that apply

Faculty
Staff
Supervisors and managers

9. If your school hosts events on campus, which of the following aspects are reviewed prior to granting approval? Select all that apply.

Alcohol service
Crowd control
Emergency response

10. If your school sponsors athletic events, which of the following measures are taken to promote spectator safety? Select all that apply.

Emergency responders and first aid stations are available
Netting, bleachers, and walkways are included in annual facilities inspection
Signs provide notice of dangers
Violence prevention and response procedures are in place

11. Which of the following issues are included in written agreements with third parties that operate events on campus? Select all that apply.

Roles and responsibilities of school and third party

12. Does your school own or operate campus housing or residence halls for students?

No

13. If your school has residence halls, to what extent are they equipped with sprinklers? Select the best answer.

Not applicable/don't know

14. For which of the following types of owned or operated housing does your school conduct and document regular maintenance and fire prevention inspections? Select the best answer.

Not applicable/don't know

15. Which of the following security practices do you employ for student housing? Select all that apply.

Not applicable/don't know

16. On which of the following topics are student housing managers and resident assistants trained? Select all that apply.

Not applicable/don't know

17. For which campus locations does your school periodically review maintenance and incident reports? Select the best answer.

All campus buildings and facilities

18. For which campus buildings does your school regularly inspect and maintain windows? Select the best answer.

All buildings

19. For which of the following conditions on your campus grounds and sidewalks does your school conduct and document regular maintenance inspections? Select all that apply.

Defective conditions
Snow, ice, or precipitation
Visibility

20. If your school has owned or leased parking lots, which of the following is conducted and

documented regularly? Select all that apply.

Maintenance
Security patrol

---

21. How does your school restrict access to rooftops and hazardous equipment zones? Select all that apply.

Documentation of inspection, maintenance, and incidents
Routine inspection of locks, gates, and guardrails
Signage limiting access to authorized personnel

---

22. If there are natural bodies of water on your campus, which of the following do you implement? Select all that apply.

Not applicable/don't know

---

23. If your school has laboratories, which of the following do you implement? Select all that apply.

Emergency response procedures
Safe chemical use, disposal, and inventory
Safe use and maintenance of equipment
Safety training for students
Safety training for teachers

---

24. If your school has art studios, which of the following do you implement? Select all that apply.

Equipment inspections and maintenance
Safe material use, disposal, and inventory
Safety training for students
Safety training for teachers

---

25. Which of the following practices does your school follow in regard to wood shops? Select all that apply.

Documented safety training for students
Instructor approval required before student use of power equipment
Teachers not allowed to leave classroom unattended

---

26. If your school has construction projects on campus, which of the following measures do you take? Select all that apply.

Not applicable/don't know

---

27. Which of the following fire safety practices does your school employ? Select all that apply.

All buildings are engineered for fire safety.
All building smoke/fire alarms and fire extinguishers are regularly inspected.

---

28. Are automated external defibrillators available at your school? Select one answer.

Yes

---

29. If your school has automated external defibrillators (AED), which of the following are addressed in your policy? Select all that apply.

AED selection and placement
AED maintenance and support equipment
AED use
Selection and training of personnel

30. Which of the following training does your school provide for playground supervisors? Select all that apply.

Accident response procedures
Cardiopulmonary resuscitation (CPR)
General safety rules

31. Which of the following types of instruction does your school provide to children using playgrounds? Select all that apply.

General safety rules

32. Which of the following steps does your school take to restrict access to playgrounds and athletic facilities outside of school hours? Select all that apply.

Locked doors and gates
Signs announcing safety rules and hours of use
Signs warning of risks or dangers

33. For on campus swimming pools, which of the following equipment or measures are in place? Select all that apply.

Not applicable/don't know

34. For on campus swimming pools, which of the following safeguards are in place when the pools are closed? Select all that apply.

Not applicable/don't know

35. Which of the following safety practices are in place for athletic facilities and fields? Select all that apply.

Annual review of repair and maintenance requirements for facilities and fields
Prompt response to any issues identified during an inspection
Routine inspection by a designated party
Routine maintenance by a designated party

36. Which of the following safety practices are in place for athletic equipment used by students? Select all that apply.

Regular safety inspections of equipment provided or worn by students
Regular safety inspection of all school-owned equipment in accordance with manufacturer or industry recommendations

7. Business and Academics

37. For camps or youth programs operated by third parties at your school, which of the following are required? Select all that apply.

Not applicable/don't know

38. Which of the following emergency practices are in place for camps or other children's programs operated at your school? Select all that apply.

Availability of cell phones and/or two-way radios
First aid training for staff and volunteers
Presence of a staff member of volunteer with cardiopulmonary resuscitation (CPR) training at all times when children are in attendance
Training on emergency response procedures

39. Does your school have procedures to ensure contract review and signature by appropriate campus officials? Select the best answer.

Yes

40. Which of the following are addressed in your school's contracting policies? Select all that apply

Additional insured endorsements for your school on contractor liability policies
Certificates of insurance
Indemnification provisions
Insurance provider qualifications
Minimum insurance requirements for vendors and third parties

41. Which of the following persons or groups does your school train about contracting policies? Select all that apply.

Managers and supervisors

42. Does your school use model or form agreements for common transactions such as purchase orders or facilities use?

Yes

43. Which of the following model or form agreements have been reviewed by legal counsel during the past two years? Select all that apply.

Purchase orders

44. Does your school have a system for storage of the following documents? Select all that apply

Certificates of insurance and additional insured endorsements
Contracts
Waivers and releases signed by participants or students' parents, as applicable

45. For which of the following types of crises does your school have written emergency procedures? Select all that apply.

Campus violence
Medical emergencies
Weather events/natural disasters

46. Which of the following elements are included in your school's crisis management plan? Select all that apply

Crisis definition
Plan objectives
Response to crisis scenarios
Roster of the crisis management team

47. How often is your school's crisis management plan reviewed and updated? Select the best answer

Annually or more frequently

48. How does your school test your crisis management plan? Select all that apply.

Disaster drill or full scale simulation
Table top exercise

49. Do you invite local responders to observe or participate in the testing or review of your school's crisis management plan?

Yes

---

50. Has your school conducted a test under its crisis management plan in the past 12 months?

Yes

---

51. Which of the following functions are performed by your crisis management team? Select all that apply.

Coordinate testing and training on the plan
Determine emergency procedures
Determine individual roles and responsibilities
Update and review the plan when necessary

---

52. Which of the following actions does your school take to ensure that employees, students, parents, and others are aware of your crisis management plan and know what to do in an emergency? Select all that apply.

Conduct campus-wide drills

---

53. If your school has a business continuity plan, what does it address? Select all that apply.

Arrangements for offsite operations
Identification of critical functions that need to be restored quickly
Plans to restore critical school or campus functions

---

54. How often is your business continuity plan reviewed and updated? Select one answer.

Annually or more frequently

---

55. Does your school have a comprehensive plan for identifying, assessing, mitigating, and managing various types of risks (i.e. an enterprise risk management, or ERM plan)? Select the best answer.

Not applicable/don't know

---

56. Which of the following risk areas does your school address in its ERM plan? Select all that apply.

Not applicable/don't know

---

57. Does your school designate administrators to oversee risk identification and assessment by each campus department or functional area?

Not applicable/don't know

---

58. Does your school prioritize identified risks in each campus department or functional area based on probability of occurrence and severity of impact?

Not applicable/don't know

---

59. When identifying and assessing risks, does your school consider the "total cost of risk," i.e., both monetary and non-monetary costs such as lost productivity, distraction from mission, and negative publicity?

Not applicable/don't know

---

60. Does your school (or district) regularly involve your head of school (or superintendent and principals) in decision-making concerning selected high priority reputational, compliance, strategic, operational, or financial risks?

Yes

61. Does your school (or district) regularly involve your board of trustees (or school board) in decision-making concerning selected high priority reputational, compliance, strategic, operational, or financial risks?

Yes

62. Does your school (or district) regularly involve your board of trustees (or school board) in decision-making concerning selected high priority reputational, compliance, strategic, operational, or financial risks?

Yes

63. Does your school have a policy that outlines the time periods for retention and destruction of specific types of documents?

Yes

64. For whom does your school conduct training on the requirements of the Family Educational Rights and Privacy Act (FERPA)? Select all that apply.

All employees who work directly with children

65. If your school has an electronic discovery readiness plan, which of the following does it include? Select all that apply:

Not applicable/don't know

66. Does your school sponsor international trips or study abroad programs involving students?

No

67. Do you have a formal approval process for international trips or study abroad programs involving students?

No

68. Which of the following are addressed in your school's approval process for international trips and study abroad programs? Select all that apply.

Not applicable/don't know

69. Input from which of the following functions is used as part of process of approving an international trip or study abroad programs? Select all that apply.

Not applicable/don't know

70. Which of the following issues are included in written agreements with third-party providers for international trips or study abroad programs? Select all that apply.

Not applicable/don't know

71. What topics are included in the orientation for leaders of international trips or study abroad programs? Select all that apply.

Not applicable/don't know

72. What topics are addressed in parent and student orientation programs for a study abroad trip? Select all that apply.

Not applicable/don't know

73. Do you require parents or legal guardians to execute an appropriate waiver of liability prior to

their child's participation in an international trip or study abroad program?

Not applicable/don't know

74. Which of the following steps are taken for vetting host families and foreign national staff members who facilitate study abroad programs? Select all that apply

Not applicable/don't know

75. Do you have a policy or procedure to check or review the qualifications of foreign, private chartered transportation companies?

Not applicable/don't know

76. Do you have an emergency response and evacuation plan for each location where sponsored travel occurs?

Not applicable/don't know

77. If your school owns or operates 15 passenger vans, which of the following precautions are taken? Select all that apply.

Not applicable/don't know

78. If a third party or your school operates school buses, which of the following training is conducted for drivers? Select all that apply

First aid/emergency management
State mandated or other certified school bus driver training
Student behavior management

79. Which practices are in place for students who drive to sponsored off-campus school events? Select all that apply.

Not applicable/don't know

80. Are employees who drive school-owned vehicles on school business required to successfully complete driver safety training courses? Select the best answer

No

81. Does your school have guidelines for the use of private vehicles in school-related travel?

Yes

82. If your school has owned or leased vehicles, which of the following procedures are in place? Select all that apply.

Drivers are required to make reservations at least 24 hours in advance
Driver eligibility is managed by centralized department or office
Vehicles are used only for approved school related purposes

83. If your school has owned or leased vehicles, which of the following procedures are in place relating to vehicle maintenance? Select all that apply.

Maintenance personnel certification or licensing requirements
Preventive maintenance standards and inspection schedule
Weather-related maintenance procedures

84. Which criteria are used to select chartered transportation providers? Select all that apply

Compliance with federal and state requirements for certification, insurance, and safety

8. Employees and Volunteers

85. Which of the following requirements apply to the screening of employees at your school? Select all that apply.

Personal and employment reference checks
Personal interview
Verification of licenses and credentials required for position
Written application

86. Does your school perform background checks on employees? Select the best answer.

Yes

87. If your school performs background checks on employees, which do you perform? Select all that apply.

Criminal history
Educational credentials
Prior employer references
Professional licenses
Sex offender registries

88. Which of the following requirements apply to the screening of volunteers at your school? Select all that apply.

None of the above

89. Does your school perform background checks on volunteers who have frequent access to children? Select the best answer.

Yes

90. If your school performs background checks on volunteers who have frequent access to children, which checks do you perform? Select all that apply.

Criminal background checks
Sex offender registries

91. With respect to background checks performed on staff or volunteers, which of the following procedures does your school follow? Select all that apply.

Obtain written consent from person being checked
Person being checked is given an opportunity to respond to the results
Provide notice if the results are used in an adverse decision

92. If your school uses an outside vendor to conduct background checks, which of the following criteria was used when selecting the firm? Select all that apply

Capability to check criminal records in federal, state, and local offices

93. Does your school have a written policy on the grounds and procedures for disqualification of job candidates? Select the best answer.

Yes

94. Does your school have a discrimination or harassment prevention training program for employees?

Yes

95. What percentage of your employees have participated in discrimination or harassment prevention training over the last three years? Select the best answer.

80-100

96. On which of the following topics does your school provide supervisor training? Select all that apply.

Conducting accurate performance evaluations
Conducting job interviews
Documenting employee performance problems
Recognizing harassment and handling complaints
Using progressive discipline

97. Over the past three years, what percentage of your employees have participated in training on preventing and responding to child abuse and neglect? Select the best answer.

50-80 percent

98. Which of the following topics does your school address in training for employees or other persons who have direct or unsupervised access to children? Select all that apply.

Codes of conduct
Obligation to report suspected conduct violations
Obligation to report suspected abuse and neglect

99. Which of the following topics are addressed in your school's policies to protect children from sexual misconduct by employees and volunteers? Select all that apply.

Codes of conduct
Coordination with child protection and law enforcement on child abuse reports
Investigation of conduct violations
Reporting conduct violations

100. Does your school restrict access or supervise the visits by guests and staff to student residential facilities? Select the best answer

Not applicable/don't know

101. Does your school have a policy that addresses how to respond to potentially violent or troubling behavior by employees? Select the best answer.

Yes

102. Does your school have a policy that allows it to bypass normal disciplinary procedures and remove an employee from campus if an immediate safety risk exists? Select the best answer.

Yes

103. Does your school have the ability to discipline an employee based on violent acts or threats that occur off campus or during the employee's personal time? Select the best answer.

Yes

9. Student Affairs

104. Does your school have written policies on the recognition or registration of student organizations? Select the best answer

Yes

105. On which of the following topics are teachers or staff advisors to student clubs trained? Select all that apply.

Conduct rules
Fundraising

106. Does your school require teacher or staff advisors to student clubs to do the following? Select all that apply.

Advise club leaders and participants of applicable school rules
Attend club meetings
Stay knowledgeable about the organization's activities and finances

107. Does your school require parents or guardians to sign informed consent forms or releases for their student's participation in off-campus or voluntary activities? Select the best answer.

Yes

108. If your school requires the use of informed consent forms or releases for off-campus or voluntary student activities, were such documents developed or reviewed by legal counsel within the past two years? Select the best answer.

No

109. Who reviews and approves the participation of students in community service projects for school credit? Select all that apply.

Not applicable/don't know

110. Which of the following are addressed in your school's alcohol and drug policy pertaining to students? Select all that apply.

Conduct rules
Definitions and examples of forbidden substances
Purpose and scope of policy
Reporting to school officials or law enforcement

111. Which of the following topics are covered in training or educational sessions with your school's staff? Select all that apply.

Definitions and examples of forbidden substances
Purpose and scope of alcohol and drug policy pertaining to students
Reporting to school officials or law enforcement
Student conduct rules

112. What steps does your school take to intervene with students who are suspected to have alcohol or other substance abuse problems? Select all that apply.

Behavioral agreements
Teams to identify and respond to students of concern

113. Which of the following alcohol and substance abuse topics are addressed in school sponsored education for students? Select all that apply.

Available resources and support systems
Myths of widespread use and acceptance
Risks to health, safety, and academic performance
School policy and applicable laws

114. Which of the following information does your school disseminate to parents regarding student

alcohol or substance abuse and underage drinking? Select all that apply.

Applicable laws and school policies
Available resources and support systems
Risks to health, safety, and academic performance
Warning signs of potential abuse

115. If school vehicles are used for athletic teams, which of the following is addressed in your vehicle use policy? Select all that apply.

Driver qualifications
Safe driving practices
Roadside emergency response and documentation of incidents

116. If your school sponsors athletics teams, which of the following is required prior to student participation? Select all that apply.

Assumption of risk or informed consent forms signed by parents or guardians
Consent to emergency medical treatment, signed by parents or guardians
Pre-participation examination

117. If your school sponsors student athletic teams, which of the following are in place for athletic emergencies? Select all that apply.

An emergency response plan that involves medical personnel, senior staff, and local authorities
Written safety duties in athletic staff job descriptions

118. If your school sponsors student athletic teams, which of the following are in place for emergency medical treatment? Select all that apply.

Designation of personnel authorized to provide treatment

119. Which of the following does your school require of each coach of a sponsored student sport or athletic program? Select all that apply.

Certification to teach the sport or athletic activity
Training on safety rules

120. Which of the following is addressed in your school's concussion management plan for athletic activities?

Annual coach training on the signs of concussion

121. Which of the following is included in your school's return-to-play guidelines for students who experience a potential head injury? Select all that apply.

Physical examination and medical clearance before return to play

122. Which of the following measures are used to prevent injury during athletic practices? Select all that apply.

Athlete training and acclimation before introduction of unfamiliar activities or equipment
Contingency plan in the event of extreme heat or other dangerous conditions
Pairing of players based on size and ability

123. Does your school have a designated team of officials who receive, evaluate, and respond to reports of concerning student behavior? Select the best answer.

Yes

124. If your school has a team that receives, evaluates, and responds to reports of concerning

behavior, which of the following functions are represented? Select all that apply.

Academics
Athletics
Health or counseling
Public safety

125. What steps does your school take to ensure that concerning student behavior is reported on a timely basis? Select all that apply.

Educate potential reporters on what and where to report
Review at least annually the effectiveness of education and reporting methods

126. Which of the following does your school's behavioral intervention or threat assessment team document? Select all that apply

Inquiries conducted
Interventions conducted
Reports made to the team

127. Does your school refer cases involving potentially violent students to law enforcement personnel to perform threat assessments? Select the best answer.

Yes

128. Which of the following issues are addressed in your school's written policies on student conduct and discipline? Select all that apply.

Decision by an impartial school official or board
Notice of violations
Student's or parent/guardian's opportunity to present evidence

129. Does your school have a written policy governing the short-term suspension of students? Select the best answer.

Yes

130. If your school has a policy on the interim suspension of students, which of the following does it address? Select all that apply.

Grounds for the interim suspension
Notice to the student
School officials who are authorized to make decisions
Student's or parent/guardian's opportunity to respond as soon as practicable

131. Does your school have a written policy on the voluntary leave of absence or withdrawal of students? Select the best answer.

Yes

132. If your school has a policy on the voluntary leave of absence of students, does it address the following? Select all that apply.

Effect on transcript
Impact on student status and scholarships

133. Does your school have a written policy on the school-mandated or involuntary leave of absence of students? Select the best answer.New Radio Button Question

Yes

134. If your school has a policy on the involuntary leave of absence of students, does it address the following? Select all that apply.

Decision by an impartial campus official
Medical or psychological evaluation
Notice to the student
Student's opportunity to respond

135. Has your school designated at least one official to receive and respond to complaints of educator and peer harassment of students? Select one answer.

Yes

136. Which of the following persons has been trained on how to receive and respond to complaints of educator and peer harassment of students? Select all that apply.

School officials designated to receive complaints
All teachers and other staff who have frequent contact with students

137. Does your school conduct training to make students aware of the warning signs and what to do in the case of harassment or assault? Select the best answer.

Yes

138. What topics are addressed in educational sessions for students on harassment and assault? Select all that apply.

Applicable laws and/or codes of conduct
Campus and police reporting options

139. Which of the following components are included in your school's anti-bullying policy? Select all that apply.

Definition of bullying or related term
Examples of bullying behavior, including cyber-bullying
Potential penalties of bullying
Reporting mechanisms and response procedures

140. Which of the following measures does your school take to reduce bullying? Select all that apply.

Train teachers on how to respond to bullying incidents
Educate students on bullying and how to respond and report it
Investigate incident reports consistently
Monitor bullying "hot spots" such as hallways, bathrooms, and school buses

141. Which of the following steps does your school take to investigate reports of troubled employees? Select all that apply.

Document both employee and school actions

Loss Control Excellence Program

Response ID:31 Data

1.

1. Information

Your Name

Pamela Munk

Your Email

psmunk@clan.lib.nv.us

Organization Name

Pershing County

2. Page One

2. SECTION I - Loss Control Organization

	Yes	No
A Loss Control Policy Statement has been issued by entity management that defines the goals, objectives and responsibilities of the loss control program.	✓	
The Loss Control Policy Statement has been distributed to all employees.	✓	
A resolution/ordinance has been passed by the governing body to establish and promote the loss control program.	✓	
New employees are given a copy of the policy statement as part of their orientation.	✓	
The policy statement has been posted at prominent locations throughout the agency.	✓	
A loss control coordinator has been chosen to organize and oversee the entity's loss control program.	✓	
The loss control coordinator reports directly to top management. (i.e. mayor, city manager, county manager, etc.).	✓	
The loss control coordinator has completed at least one training class within the last two years that deals directly with loss control, safety, human resources, etc.	✓	
The loss control coordinator is a member of a local or national organization that is dedicated primarily to the promotion of loss control and safety. Some examples include PRIMA, ASSE, RIMS, etc.	✓	
Funds have been budgeted which are specifically allocated for the loss control program.	✓	
A safety committee has been established which is comprised of representatives from each major department or work group in the agency.	✓	
The safety committee has an established meeting schedule and announced in a manner so staff, management and elected official are aware of meeting times, locations, etc.	✓	
Minutes of each meeting are taken and distributed to committee members and management.	✓	
The safety committee has developed a written action plan that includes goals, objectives and projected target dates. The plan is reviewed and renewed at least annually.	✓	

	Yes	No
The safety committee prepares an annual written report to management which spells out what has been accomplished during the year and what activities and goals are planned for the coming year.	✓	
There is a system by which all major locations and work sites throughout the entity receive regular safety inspections.	✓	
All safety training documentation is maintained to be readily accessible.	✓	
Checklists that are specific to the type of location being inspected are used to document all safety inspections.	✓	
Safety inspection results are shared with the responsible supervisor or manager so that corrective action may be taken.	✓	
Supervisors and managers are responsible for taking timely action to safety inspection findings and recommendations.	✓	
Corrective action resulting from safety inspections is documented in a way to show when and how the hazard was corrected.	✓	
A formal program of claims review exists whereby past claims are analyzed in an effort to identify trends or areas of concern.		✓
A hazard communication program is in place which makes MSDS readily accessible at each qualifying location.	✓	

3. New Page

3. SECTION II - Employment

	Yes	No
An entity-wide personnel system has been adopted. The system establishes procedures for application, interviewing, discipline and other human resource functions.	✓	
Each personnel file contains: application form, changes in pay record, reciept(s) for notification of changes in policies and procedures, job description, performance reviews, disciplinary actions, training and education documentation	✓	
An E.A.P. (Employee Assistance Program) is available to all employees.	✓	
Entity has established a Drug & Alcohol Free Workplace program.	✓	
Appropriate license and permit checks are performed on all new employees before assuming critical duties.	✓	
References are checked on prospective employees prior to offer of employment.	✓	
New employees receive training on accident and injury reporting procedures before beginning their assignment.	✓	
Medical records are maintained in locked limited access file separate from other files	✓	
I-9 forms are maintained separate from other files	✓	
Written job descriptions are maintained for each position. Job descriptions include physical requirements	✓	
Employees have access to policies and procedures manuals	✓	
Required employment related notices/posters are conspicuously displayed at appropriate locations	✓	
Standard application form has been reviewed and approved by Pool/Pact Human Resources	✓	
Job opportunities are posted and announced in accordance with personnel policy and collective bargaining agreements.	✓	
FSLA exempt/non-exempt positions have been identified.	✓	

	Yes	No
Legal compliance policies include: EEO, ADA, FMLA, FLSA, DOT Drug and Alcohol.	✅	
Employees have received harassment and discrimination training and there are procedures for acknowledging and investigating complaint.	✅	

4. New Page

4. SECTION III - Vehicle Fleet

	Yes	No
There is a vehicle use policy in place with written rules that outline drivers responsibility while operating agency vehicles	✅	
A mobile communications policy is in affect that states the approved methods of cell phone and radio use		✅
Verification is obtained of current valid driver license of the appropriate class for the type of vehicle(s) being operated before drivers begin their assigned duties		✅
Motor Vehicle Records (MVR's) for all drivers of agency vehicles are obtains and reviewed annually		✅
Driving standards have been established to qualify and determine driver eligibility		✅
Drivers are given on-road assessment in a vehicle of the type to be driven under similar conditions		✅
A point or similar-type system has been established so that MVRs can be evaluated in an objective manner		✅
A policy is in place that triggers corrective measures if a driver develops a pattern of traffic violations or preventable accidents		✅
There is a program for replacing vehicles when they reach an established age and/or number of miles	✅	
The agency has a preventative maintenance program based on manufacturer's recommendations, is performed by qualified persons and includes recordkeeping of all service and repairs	✅	
Mechanics are responsible for safety checks of vehicles when routine or emergency maintenance is performed.	✅	
Drivers of DOT regulated vehicles conduct pre- and post-trip inspections with deficiencies noted and reported to the supervisor. Inspections include a check of all safety equipment.	✅	
Driver of non-DOT regulated vehicles are required to visually inspect the vehicle for unsafe conditions. Unsafe conditions are reported to fleet supervisor		✅
Vehicles are equipped with fire extinguishers, first aid kits and emergency signaling equipment (reflective triangles, flares etc.).		✅
Each vehicle has been provided a "glove box" accident reporting packet to be completed at accident scene.		✅
An accident review board or safety committee evaluates all vehicle accidents to determine preventability and to make corrective action recommendations.		✅

5. New Page

5. SECTION IV - FISCAL CONTROLS

	Yes	No
Are there written policies and procedures for the collection, recording, safeguarding and depositing of cash receipts for all locations?	✅	
Are responsibilities for cash receipt functions segregated from those for cash disbursement?	✅	

	Yes	No
Are responsibilities for preparing and approving back account reconciliations segregated from other cash receipt or disbursement functions?	✅	
Is responsibility for petty cash accounts vested in one individual?		✅
Are only original receipts (no photocopies) used to support petty cash disbursements?	✅	
Are physical security safeguards maintained where cash is stored and processed?	✅	
Is a balance and summary of all cash receipts prepared daily?	✅	
Are purchases of postage paid for by check only?	✅	
Are purchases of postage compared to postage meter usage?	✅	
Is there a procedure in place to control receipt, issue, inventory and access to blank checks?	✅	
Are checks pre-numbered?	✅	
Does someone approve bills for payment other than the persons who sign checks?	✅	
Is the signature plate and use of the check signing device kept under the control of the official whose name appears on the signature plate?	✅	
Are bank statements reconciled monthly?	✅	
Are safe or vault contents inventoried monthly?	✅	
Are physical inventory counts periodically conducted and reconciled with receiving reports?	✅	
Are the duties of programmers and operators separate?	✅	
Is access to terminals and data entry restricted to authorized employees?	✅	
Is password security over computer systems set-up on an individual basis?	✅	
Are employees required to take periodic vacations and in their absence do other employees perform their work?	✅	

6. New Page

6. Do you have Law Enforcement Operations?

Yes

7. New Page

7. SECTION V - Law Enforcement

	Yes	No
Agency has adopted a policies and procedures manual which covers jail, patrol and administrative operations.	✅	
There is a person assigned to keeping the policies and procedures manual updated and ensuring that all new and updated procedures are distributed to field personnel in a timely manner.		✅
In the past 18 months, the policies and procedures manuals have been thoroughly reviewed by legal counsel for legal content.		✅
All officers are required to be P.O.S.T. certified before they are assigned to unsupervised duties.	✅	
There is a policy that provides for the review of all use of force incidents.	✅	
Training meets P.O.S.T. minimum continuing education requirements.	✅	

	Yes	No
All training documentation for paid and reserve officers includes topic description, time, date, location and attendance details.	✅	
The department has written standards for employee recruiting and selection. Standards have been reviewed to eliminate any discriminatory requirements or language.	✅	
Senior management has received training in employment practices liability.	✅	
There are written standards for the type of weapons and ammunition that may be carried by officers.	✅	
There is a program by which officers are required to qualify or requalify with weapons in use on at least an semi-annual basis.	✅	
The department has a program for the physical readiness of officers. This program includes physical qualifications that are job-related but do not violate the employee's rights under the Americans with Disabilities Act.		✅
The department is included in local and regional emergency response plans and has received training regarding foreseeable emergency situations.	✅	
Mutual aid agreements with other jurisdictions are in written form that spells out each department's responsibilities and duties in the event of a mutual aid incident.	✅	
Drivers of emergency vehicles receive on-going emergency response and pursuit driving training.	✅	
There are written protocols and procedures for initiating and suspending high speed pursuit.	✅	
The department either prohibits ride-alongs or has developed a comprehensive civilian ride-along program.	✅	
Jail staff have received suicide prevention training.		✅
Prisoners' physical condition is documented at the time of intake into holding facility.	✅	
A procedure is in place for protecting the security of prisoners' personal possessions.	✅	
The jail can accommodate ADA affected prisoners.		✅

8. New Page

8. Do you have Fire Service Operations?

Yes

9. New Page

9. SECTION VI - Fire Services

	Yes	No
There are written operating procedures in place.	✅	
Volunteers receive fire response training according to a specified schedule.	✅	
Mutual aid agreements with other jurisdictions are in written form that spells out each department's responsibilities and duties in the event of a mutual aid incident.	✅	
The department is included in local and regional emergency response plans and has received training regarding foreseeable emergency situations.	✅	
The department has a program of pre-incident planning by which high-risk fire exposures in the jurisdiction are analyzed for response and control contingencies.	✅	
Firefighters receive training in pre-incident planning.	✅	
A written hazardous materials (HAZMAT) plan has been developed and implemented.	✅	

	Yes	No
The HAZMAT plan includes provisions for training.	✓	
The HAZMAT plan includes provisions for procurement and maintenance of required equipment.	✓	
Material Safety Data Sheets (MSDS) are kept on file and readily accessible if needed.	✓	
The department has established a policy by which drivers of emergency equipment must meet competency requirements. Volunteer departments should have a list of qualified drivers posted and persons not on the list are excluded from operating vehicles in the	✓	
Drivers receive emergency response driver training and this training is documented.	✓	
There is a vehicle maintenance program for all emergency vehicles and apparatus based on mileage and/or hours of service.	✓	
There is a system for reporting safety problems with vehicles.	✓	
Corrective action and repairs are documented by vehicle.	✓	

10. New Page

10. Do you have a Parks and Recreation Department?

Yes

11. New Page

11. SECTION VII - Parks and Recreation

	Yes	No
Grounds and facilities are inspected (at least weekly during high-use season) for safety and liability hazards.		✓
Hazard critical areas such as playgrounds and swimming pools are inspected daily during high-use season.		✓
All inspections are documented by the use of checklists.		✓
There is a system for documenting all repairs or other corrective action.		✓
Written rules and regulations have been established for the use of park facilities by outside groups. Regulations include responsibilities of the user.		✓
A hold-harmless or waiver of liability agreement, in favor of the agency, is required to be executed by the user(s) of the facility.		✓
Users are required to furnish certificates of insurance with the agency named as additional insured on specified high-hazard and/or for-profit events.	✓	
Part-time and seasonal workers receive safety training.	✓	
Facilities are accessible to individuals with mobility disabilities.	✓	

12. New Page

12. Do you have Street and Road Operations?

Yes

13. New Page

13. SECTION VIII - Streets and Roads

	Yes	No
An inventory of all streets and roads that are owned or maintained by the agency has been completed and is updated annually.	✅	
An inventory of all traffic control signs and signals that are owned or maintained by the agency has been completed and is updated annually.	✅	
An inventory of all bridges that are owned or maintained by the agency has been completed and is updated annually.	✅	
A procedure exists by which all roads, signals and bridges are visually inspected at least annually.	✅	
The road, bridge and signal inspection program is documented.	✅	
Employees have been trained in work zone protection and barricading for the planning and set up of work zones.	✅	
There are procedures in place to reduce claims due to flying gravel and other debris from open trucks (i.e. tarping, sideboards, smaller loads, etc.).	✅	
Each vehicle is marked with an identification number so that flying debris claims can more easily be verified or disallowed.	✅	
All citizen complaints concerning road conditions and transportation spillage are documented as to date and time received and corrective action taken.	✅	
Repairs and maintenance are prioritized as regards potential for accident/injury.	✅	
Professional engineers are use for all design work.	✅	

14. New Page

14. Do you have Utility Operations?

Yes

15. New Page

15. SECTION IX - Utilities

	Yes	No
Agency has an in-house call before digging program or subscribes to an outside locating service.	✅	
There is a program by which citizen complaints are documented as to time and date received.	✅	
Response to citizen complaints is documented.	✅	
Systems are regularly inspected and inspections are documented.		✅
A written emergency response plan has been formulated and adopted.		✅
Employees have received training on their duties and responsibilities under the emergency response plan.		✅
Employees have received training in trenching safety.	✅	
Employees have received confined space training.	✅	
Employees have received training in the safe placement of poles, boxes, transformers, etc.	✅	

The agency has a safety awareness program to inform customers of the hazards involved with the product they provide.	✓	
A program exists to inform customers when planned interruptions in service will occur.	✓	

Loss Control Excellence Program

Response ID:30 Data

1.

1. Information

Your Name

Glenn Trust

Your Email

gtrust@cityofcarlin.com

Organization Name

Carlin, City of

2. Page One

2. SECTION I - Loss Control Organization

	Yes	No
A Loss Control Policy Statement has been issued by entity management that defines the goals, objectives and responsibilities of the loss control program.		✅
The Loss Control Policy Statement has been distributed to all employees.		✅
A resolution/ordinance has been passed by the governing body to establish and promote the loss control program.		✅
New employees are given a copy of the policy statement as part of their orientation.		✅
The policy statement has been posted at prominent locations throughout the agency.		✅
A loss control coordinator has been chosen to organize and oversee the entity's loss control program.		✅
The loss control coordinator reports directly to top management. (i.e. mayor, city manager, county manager, etc.).		✅
The loss control coordinator has completed at least one training class within the last two years that deals directly with loss control, safety, human resources, etc.		✅
The loss control coordinator is a member of a local or national organization that is dedicated primarily to the promotion of loss control and safety. Some examples include PRIMA, ASSE, RIMS, etc.		✅
Funds have been budgeted which are specifically allocated for the loss control program.		✅
A safety committee has been established which is comprised of representatives from each major department or work group in the agency.		✅
The safety committee has an established meeting schedule and announced in a manner so staff, management and elected official are aware of meeting times, locations, etc.	✅	
Minutes of each meeting are taken and distributed to committee members and management.		✅
The safety committee has developed a written action plan that includes goals, objectives and projected target dates. The plan is reviewed and renewed at least annually.		✅

	Yes	No
The safety committee prepares an annual written report to management which spells out what has been accomplished during the year and what activities and goals are planned for the coming year.		✓
There is a system by which all major locations and work sites throughout the entity receive regular safety inspections.		✓
All safety training documentation is maintained to be readily accessible.		✓
Checklists that are specific to the type of location being inspected are used to document all safety inspections.		✓
Safety inspection results are shared with the responsible supervisor or manager so that corrective action may be taken.	✓	
Supervisors and managers are responsible for taking timely action to safety inspection findings and recommendations.	✓	
Corrective action resulting from safety inspections is documented in a way to show when and how the hazard was corrected.		✓
A formal program of claims review exists whereby past claims are analyzed in an effort to identify trends or areas of concern.		✓
A hazard communication program is in place which makes MSDS readily accessible at each qualifying location.	✓	

3. New Page

3. SECTION II - Employment

	Yes	No
An entity-wide personnel system has been adopted. The system establishes procedures for application, interviewing, discipline and other human resource functions.	✓	
Each personnel file contains: application form, changes in pay record, reciept(s) for notification of changes in policies and procedures, job description, performance reviews, disciplinary actions, training and education documentation	✓	
An E.A.P. (Employee Assistance Program) is available to all employees.	✓	
Entity has established a Drug & Alcohol Free Workplace program.	✓	
Appropriate license and permit checks are performed on all new employees before assuming critical duties.	✓	
References are checked on prospective employees prior to offer of employment.	✓	
New employees receive training on accident and injury reporting procedures before beginning their assignment.	✓	
Medical records are maintained in locked limited access file separate from other files	✓	
I-9 forms are maintained separate from other files	✓	
Written job descriptions are maintained for each position. Job descriptions include physical requirements	✓	
Employees have access to policies and procedures manuals	✓	
Required employment related notices/posters are conspicuously displayed at appropriate locations	✓	
Standard application form has been reviewed and approved by Pool/Pact Human Resources	✓	
Job opportunities are posted and announced in accordance with personnel policy and collective bargaining agreements.	✓	
FSLA exempt/non-exempt positions have been identified.	✓	

	Yes	No
Legal compliance policies include: EEO, ADA, FMLA, FLSA, DOT Drug and Alcohol.	✓	
Employees have received harassment and discrimination training and there are procedures for acknowledging and investigating complaint.	✓	

4. New Page

4. SECTION III - Vehicle Fleet

	Yes	No
There is a vehicle use policy in place with written rules that outline drivers responsibility while operating agency vehicles	✓	
A mobile communications policy is in affect that states the approved methods of cell phone and radio use	✓	
Verification is obtained of current valid driver license of the appropriate class for the type of vehicle(s) being operated before drivers begin their assigned duties	✓	
Motor Vehicle Records (MVR's) for all drivers of agency vehicles are obtains and reviewed annually	✓	
Driving standards have been established to qualify and determine driver eligibility		✓
Drivers are given on-road assessment in a vehicle of the type to be driven under similar conditions	✓	
A point or similar-type system has been established so that MVRs can be evaluated in an objective manner		✓
A policy is in place that triggers corrective measures if a driver develops a pattern of traffic violations or preventable accidents		✓
There is a program for replacing vehicles when they reach an established age and/or number of miles	✓	
The agency has a preventative maintenance program based on manufacturer's recommendations, is performed by qualified persons and includes recordkeeping of all service and repairs	✓	
Mechanics are responsible for safety checks of vehicles when routine or emergency maintenance is performed.	✓	
Drivers of DOT regulated vehicles conduct pre- and post-trip inspections with deficiencies noted and reported to the supervisor. Inspections include a check of all safety equipment.	✓	
Driver of non-DOT regulated vehicles are required to visually inspect the vehicle for unsafe conditions. Unsafe conditions are reported to fleet supervisor	✓	
Vehicles are equipped with fire extinguishers, first aid kits and emergency signaling equipment (reflective triangles, flares etc.).	✓	
Each vehicle has been provided a "glove box" accident reporting packet to be completed at accident scene.	✓	
An accident review board or safety committee evaluates all vehicle accidents to determine preventability and to make corrective action recommendations.		✓

5. New Page

5. SECTION IV - FISCAL CONTROLS

	Yes	No
Are there written policies and procedures for the collection, recording, safeguarding and depositing of cash receipts for all locations?	✓	
Are responsibilities for cash receipt functions segregated from those for cash disbursement?	✓	

	Yes	No
Are responsibilities for preparing and approving back account reconciliations segregated from other cash receipt or disbursement functions?	✓	
Is responsibility for petty cash accounts vested in one individual?		✓
Are only original receipts (no photocopies) used to support petty cash disbursements?	✓	
Are physical security safeguards maintained where cash is stored and processed?	✓	
Is a balance and summary of all cash receipts prepared daily?	✓	
Are purchases of postage paid for by check only?		✓
Are purchases of postage compared to postage meter usage?	✓	
Is there a procedure in place to control receipt, issue, inventory and access to blank checks?	✓	
Are checks pre-numbered?	✓	
Does someone approve bills for payment other than the persons who sign checks?	✓	
Is the signature plate and use of the check signing device kept under the control of the official whose name appears on the signature plate?	✓	
Are bank statements reconciled monthly?	✓	
Are safe or vault contents inventoried monthly?	✓	
Are physical inventory counts periodically conducted and reconciled with receiving reports?	✓	
Are the duties of programmers and operators separate?	✓	
Is access to terminals and data entry restricted to authorized employees?	✓	
Is password security over computer systems set-up on an individual basis?	✓	
Are employees required to take periodic vacations and in their absence do other employees perform their work?	✓	

6. New Page

6. Do you have Law Enforcement Operations?

Yes

7. New Page

7. SECTION V - Law Enforcement

	Yes	No
Agency has adopted a policies and procedures manual which covers jail, patrol and administrative operations.	✓	
There is a person assigned to keeping the policies and procedures manual updated and ensuring that all new and updated procedures are distributed to field personnel in a timely manner.	✓	
In the past 18 months, the policies and procedures manuals have been thoroughly reviewed by legal counsel for legal content.		✓
All officers are required to be P.O.S.T. certified before they are assigned to unsupervised duties.	✓	
There is a policy that provides for the review of all use of force incidents.	✓	
Training meets P.O.S.T. minimum continuing education requirements.	✓	

	Yes	No
All training documentation for paid and reserve officers includes topic description, time, date, location and attendance details.	✅	
The department has written standards for employee recruiting and selection. Standards have been reviewed to eliminate any discriminatory requirements or language.	✅	
Senior management has received training in employment practices liability.	✅	
There are written standards for the type of weapons and ammunition that may be carried by officers.	✅	
There is a program by which officers are required to qualify or requalify with weapons in use on at least an semi-annual basis.	✅	
The department has a program for the physical readiness of officers. This program includes physical qualifications that are job-related but do not violate the employee's rights under the Americans with Disabilities Act.	✅	
The department is included in local and regional emergency response plans and has received training regarding foreseeable emergency situations.	✅	
Mutual aid agreements with other jurisdictions are in written form that spells out each department's responsibilities and duties in the event of a mutual aid incident.	✅	
Drivers of emergency vehicles receive on-going emergency response and pursuit driving training.	✅	
There are written protocols and procedures for initiating and suspending high speed pursuit.	✅	
The department either prohibits ride-alongs or has developed a comprehensive civilian ride-along program.	✅	
Jail staff have received suicide prevention training.	✅	
Prisoners' physical condition is documented at the time of intake into holding facility.	✅	
A procedure is in place for protecting the security of prisoners' personal possessions.	✅	
The jail can accommodate ADA affected prisoners.	✅	

8. New Page

8. Do you have Fire Service Operations?

Yes

9. New Page

9. SECTION VI - Fire Services

	Yes	No
There are written operating procedures in place.	✅	
Volunteers receive fire response training according to a specified schedule.	✅	
Mutual aid agreements with other jurisdictions are in written form that spells out each department's responsibilities and duties in the event of a mutual aid incident.	✅	
The department is included in local and regional emergency response plans and has received training regarding foreseeable emergency situations.	✅	
The department has a program of pre-incident planning by which high-risk fire exposures in the jurisdiction are analyzed for response and control contingencies.	✅	
Firefighters receive training in pre-incident planning.	✅	
A written hazardous materials (HAZMAT) plan has been developed and implemented.	✅	

	Yes	No
The HAZMAT plan includes provisions for training.	✓	
The HAZMAT plan includes provisions for procurement and maintenance of required equipment.	✓	
Material Safety Data Sheets (MSDS) are kept on file and readily accessible if needed.	✓	
The department has established a policy by which drivers of emergency equipment must meet competency requirements. Volunteer departments should have a list of qualified drivers posted and persons not on the list are excluded from operating vehicles in the	✓	
Drivers receive emergency response driver training and this training is documented.	✓	
There is a vehicle maintenance program for all emergency vehicles and apparatus based on mileage and/or hours of service.	✓	
There is a system for reporting safety problems with vehicles.	✓	
Corrective action and repairs are documented by vehicle.	✓	

10. New Page

10. Do you have a Parks and Recreation Department?

Yes

11. New Page

11. SECTION VII - Parks and Recreation

	Yes	No
Grounds and facilities are inspected (at least weekly during high-use season) for safety and liability hazards.	✓	
Hazard critical areas such as playgrounds and swimming pools are inspected daily during high-use season.	✓	
All inspections are documented by the use of checklists.		✓
There is a system for documenting all repairs or other corrective action.		✓
Written rules and regulations have been established for the use of park facilities by outside groups. Regulations include responsibilities of the user.	✓	
A hold-harmless or waiver of liability agreement, in favor of the agency, is required to be executed by the user(s) of the facility.	✓	
Users are required to furnish certificates of insurance with the agency named as additional insured on specified high-hazard and/or for-profit events.	✓	
Part-time and seasonal workers receive safety training.	✓	
Facilities are accessible to individuals with mobility disabilities.	✓	

12. New Page

12. Do you have Street and Road Operations?

Yes

13. New Page

13. SECTION VIII - Streets and Roads

	Yes	No
An inventory of all streets and roads that are owned or maintained by the agency has been completed and is updated annually.	✅	
An inventory of all traffic control signs and signals that are owned or maintained by the agency has been completed and is updated annually.	✅	
An inventory of all bridges that are owned or maintained by the agency has been completed and is updated annually.	✅	
A procedure exists by which all roads, signals and bridges are visually inspected at least annually.	✅	
The road, bridge and signal inspection program is documented.	✅	
Employees have been trained in work zone protection and barricading for the planning and set up of work zones.	✅	
There are procedures in place to reduce claims due to flying gravel and other debris from open trucks (i.e. tarping, sideboards, smaller loads, etc.).	✅	
Each vehicle is marked with an identification number so that flying debris claims can more easily be verified or disallowed.	✅	
All citizen complaints concerning road conditions and transportation spillage are documented as to date and time received and corrective action taken.		✅
Repairs and maintenance are prioritized as regards potential for accident/injury.	✅	
Professional engineers are use for all design work.	✅	

14. New Page

14. Do you have Utility Operations?

Yes

15. New Page

15. SECTION IX - Utilities

	Yes	No
Agency has an in-house call before digging program or subscribes to an outside locating service.	✅	
There is a program by which citizen complaints are documented as to time and date received.	✅	
Response to citizen complaints is documented.		✅
Systems are regularly inspected and inspections are documented.	✅	
A written emergency response plan has been formulated and adopted.	✅	
Employees have received training on their duties and responsibilities under the emergency response plan.		✅
Employees have received training in trenching safety.	✅	
Employees have received confined space training.	✅	
Employees have received training in the safe placement of poles, boxes, transformers, etc.		✅

The agency has a safety awareness program to inform customers of the hazards involved with the product they provide.	✓	
A program exists to inform customers when planned interruptions in service will occur.	✓	