

FMIT Safety Excellence Initiative

Law Enforcement Self-Evaluation

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Introduction:

Basic Premise and Goal:

- A well-implemented safety management system will lead to a reduction in losses, injuries, and illnesses.
- The goal of the FMIT Safety Excellence Initiative is to provide each participating organization the knowledge and tools needed to easily develop and implement an effective safety management system.

Voluntary Accreditation:

- The FMIT Safety Excellence Initiative is a VOLUNTARY SAFETY ACCREDITATION PROGRAM available to all FMIT members.
- To become accredited, the organization must develop and implement an effective safety management system that meets the FMIT established standards.

Accreditation Paths:

- There are 5 separate accreditation paths that are chosen based on the organizations size and the type of public services provided.
- The 5 paths include:
 1. Large Entity
 2. Small Entity
 3. Office Only
 4. Law Enforcement
 5. Fire Department

Why are Law Enforcement Agencies and Fire Departments treated separately for purposes of the Safety Initiative?

- Law Enforcement and Fire/EMS employees face very different risks than other municipal workers.
- For that reason, any **Law Enforcement Agency or Fire Department** can achieve (or decide not to achieve) a Certificate of Safety Excellence independent from their municipality.
- For a **Law Enforcement Agency or Fire Department** to obtain a Certificate of Safety Excellence, the implementation of their Safety Management system is evaluated. The department must meet the required scores to obtain a Certificate of Safety Excellence.

Self-Assessment Instructions:

Step 1- Safety and Risk Management Assessment

- Conduct a self-assessment of the overall safety management process for your organization. This assessment is divided into 6 sections.
 - Section 1: Commitment to Safety and Health
 - Section 2: Readiness
 - Section 3: Incident and Claims Management
 - Section 4: Hazard Identification and Control
 - Section 5: Training and Communication
 - Section 6: Law Enforcement Specific Safety Issues
- Each question is worth 1 point.
- Award 1 point only if there is objective, observable, and measurable evidence.

- Look for documentation, written programs, training records, or other supporting information that can demonstrate the actual implementation of the question.
- For example:
 - Question 14 reads “Are first aid materials formally checked monthly? (in facilities and vehicles)”
 - Verify that each first aid kit is stocked. Look for a completed checklist or talk to the person who conducts the monthly inspection. Also look at vehicles inspections to make sure they include first aid supplies.
- For any question that is not applicable (NA) to your operations simply subtract that point from the section total when calculating the section score.

Step 2- Scoring Summary

- Tabulate the scores on the last page of this document and determine if you have met the minimum requirement for your level.
 - If you HAVE met the minimum score, schedule your Safety Improvement Assessment with your FMIT Safety and Risk Consultant.
 - If you HAVE NOT met the minimum score, use the Suggestions and Resources (including the hyperlinked documents) to implement the missing elements.

Self-Assessment:

Section 1: Commitment to Safety and Health

Question		Possible Score	Score	Recommendations
1.	Have people within the department been assigned specific safety responsibilities?	1		<p>The department safety policy sets the direction for health and safety, but on its own it is limited without the means to deliver it. Line management must be assigned specific and measurable responsibilities and they must take responsibly for the safety performance of their team.</p> <p>Sample Roles and Responsibilities: https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/Ej5G7F9wGe1OIVGOlug9x5gBblu1QNRliSVjUWEJtb0miQ?e=5UxvIR</p>
2.	Does line management take responsibility for the department's safety performance?	1		<p>Line management must understand that when confronted by abnormal or even emergency situations the 'get it done' attitude is not acceptable and unsafe behavior or situations are not to be allowed.</p>
3.	Do employees/officers take responsibility for their safety performance?	1		<p>Employees and officers must understand and follow their responsibilities. Participation by all employees is vital to success in managing health and safety. It encourages 'ownership,' and taps the knowledge of those with the first-hand experience of tasks.</p>
4.	Are front line supervisors (corporal, sergeant, lieutenant, etc.) communicating with employees/officers about safety issues as they are observed?	1		<p>If a supervisor ignores something unsafe, they have just given the employee permission to continue.</p> <p>"Key point" tipping is a tried and tested tool used in safety and quality management. This process simply involves talking with employees and specifically thanking them for things they are doing right. It also involves discussing deficiencies in a constructive and positive manner when needed.</p> <p>For example, "Hey Mark, I noticed your outer carrier is adjusted correctly. Nice work".</p> <p>Here is another example. "Hey Mark, when wearing your outer carrier make sure you have those straps snug. Trust me, if you have to run with that on you'll be thanking me".</p>
5.	Is someone within the department appointed as being responsible for the overall administration of the safety/risk management process?	1		<p>The program coordinator's primary function when it comes to safety should be to provide the framework and resources tor line management so that they can best implement an effective safety management system in their group.</p> <p>The program coordinator should be tasked with managing and coordinating the safety process instead of enforcing the rules. In no way should the overall administrator be the "enforcer" of safety.</p>

6.	<p>Does the department have a “schedule of activities” to keep track of the completion of all required safety tasks?</p> <p>This could include inspection schedules and training plans.</p>	1	<p>There are many things that must be done weekly, monthly, quarterly and annually. It’s hard to keep track of everything so undoubtedly things fall through the cracks.</p> <p>A simple schedule of activities can be used to ensure that each task gets completed. Simply list the tasks outlined in your written documents on the schedule by month. Then include a sign off and date completed column to document when the task was completed.</p> <p>For example, if your department wears respirators every January could be respirator fit testing and training. On the other hand, if you expect your holding cells to be inspected monthly list that requirement under each month.</p> <p>Schedule of activities: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EIWQe42Qt6lGv7CwPz2zAABvx7sUqF0amk8SGgskUyalw?e=6xZGLC</p>
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Section 2: Readiness

	Question	Possible Score	Score	Recommendations
7.	<p>Is the emergency power source tested at least monthly? (Documented check)</p>	1		<p>NFPA 110 describes Emergency Generator Testing Requirements for both monthly and annual testing. During testing, a generator should operate under available load for a minimum of thirty minutes. A successful test is one in which the generator:</p> <ul style="list-style-type: none"> • Achieves the minimum exhaust gas temperature for monthly testing as indicated by the owner’s manual, or • Operates at normal temperature while running at no less than 30% of the nameplate Kilowatt rating. <p>If a generator cannot operate until its water and oil pressures have stabilized, it should be tested for less than thirty minutes to avoid prolonging its down time.</p>
8.	<p>Does the department have an overall emergency response plan?</p>	1		<p>Every department must have effective emergency response plans. In many cases these plans do not need to be complex; in fact, a simple plan can be more effective than a complex plan. All plans must be communicated, reviewed and practiced.</p>
9.	<p>Does the plan cover all pertinent incidents such as fire, natural disasters, severe weather, spills, business continuity, loss of data, etc?</p>	1		<p>Sample Emergency Plans: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EkoNCMnlZURAgGhyM6APkvkBejWNCqBkgo-erwXC7etekw?e=cjfkjY</p>

10.	Have the emergency response plans been practiced and or reviewed within the last year to ensure their functionality?	1		
11.	In addition to basic first aid/CPR, are officers trained in trauma care like TCCC/TECC, etc?	1		Police officers must have the ability to handle injuries to themselves, to other officers or to members of the public. In addition to basic first aid and CPR skills it is recommended that officers have more specialized training including "Tactical Combat Casualty Care (TCCC), Tactical Emergency Casualty Care (TECC) or similar. The FMIT has developed a course based on the US Military Combat Lifesaver Course. It provides an intermediate level of knowledge between basic first aid and EMS care. Students learn how to address time-sensitive trauma including major bleeding, blocked airways, and shock Topics include: Section 1: Introduction, Section 2: Care Under Fire (AKA: Hot Zone Care), Section 3: Field Care (AKA: Warm Zone Care), Section 4: Secondary Survey Care, and Section 5: Medical Kits and Supplies
12.	Do all officers carry an Individual First Aid Kit (IFAK) which includes a TQ, Chest Seals, Wound Packing gauze, and gloves)?	1		<p>Course and handout: https://floridaleague-my.sharepoint.com/:p/g/person/treschny_flcities_com/ESrT6zBrbLJlrYgLYGf_ercBBphSzOsFjltN_MfPScGoMA?e=6uLJST</p>
13.	Are first aid materials formally checked monthly? (In facilities, in vehicles, and on person)	1		<p>The first aid companies can cost you literally thousands a year for supplies that A) you don't need and B) in the case of medications can create liability.</p> <p>I recommend a self-inspection and maintenance plan for your first aid kits where your task certain employees to conducting periodic inspections/ inventory of the kits in their department based on the ANSI/ISEA Z308 standard for First Aid Kits.</p> <p>First Aid Equipment Management Plan: https://floridaleague-my.sharepoint.com/:f/g/person/treschny_flcities_com/Eo8KK0vatkhOpPsCjVFXOXkBhqAr0Ex0uBMjQoqi_lhYkg?e=BBRhfu</p>
14.	Does the department have Automatic External Defibrillators (AED's)? If so, are the AED's being maintained including being visually checked monthly? (In facilities and vehicles)	1		<p>If you have AED's, it is your responsibly to make sure they will work when needed. To ensure this happens develop a self-inspection and maintenance plan which includes monthly inspections at a minimum.</p> <p>AED Management Plan: https://floridaleague-my.sharepoint.com/:f/g/person/treschny_flcities_com/ErEfnC0404VLjFBd0--5OUUB_VJ_aC3Y9MlmmPL-8kkDqA?e=GLxCrX</p> <p>AED Inspection Course: https://floridaleague-my.sharepoint.com/:f/g/person/treschny_flcities_com/EoF5X661YoJKoDFwdOKb8AgBvCszWiDziGE2voeXUYij-w?e=31Sv10</p>
15.	Are fire extinguishers being visually checked monthly and serviced by a licensed fire extinguisher contractor on an annual basis? (In facilities and vehicles)	1		<p>Local and state fire codes require the selection and placement of fire extinguishers based on the space and occupancy. If your facilities have fire extinguishers, they must be maintained in an operable condition. This is most often done by completing monthly checks on each extinguisher.</p> <p>It is recommended to include these fire extinguisher checks in a more wholistic monthly facility inspection when possible.</p>

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				<p>Fire Prevention Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EldFEcKhXMdFh2SyAi3LPP0BVQDb9JBiUvLujERV1IR8vg?e=c8gFcG</p>
16.	Does the department have evacuation plans including exit routes and employee meeting places?	1		<p>All workplaces should have a specific evacuation plan for fires that is separate from the department's broad emergency response plans. One of the most missed aspects of these plans is an established meeting place for building occupants.</p>
17.	Is there an effective way to account for employees and if applicable members of the public after an evacuation?	1		<p>Once an evacuation has been completed you should have a system to account for all employees and visitors (when possible).</p> <p>Sample Emergency Plans: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EkoNCMniZURAgGhyM6APkvkBejWNCqBkgo-erwXC7etekw?e=cjfkY</p>
18.	Does the department have physical fitness standards?	1		<p>Police officers have a physically strenuous job, and it is crucial that they always be ready to perform that job. One of the primary components of officer readiness is an officer's health and overall fitness.</p> <p>Whether handling a physical confrontation with a subject, chasing a fleeing suspect, or rendering lifesaving assistance to someone in need, an officer's physical readiness is essential to ensure the safety of themselves, their fellow officers, and the public.</p> <p>Officer Physical Readiness Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EubOpdkm4IFMp_hT-Sq55fIBjnO414FohZ8hB615GYkIlg?e=7GIYfz</p>
19.	Does the department have a method to inspire and motivate their officers to become physically fit?	1		<p>There are several common ways a department can do this:</p> <ul style="list-style-type: none"> • Provide officers the time on duty to work out. • Offer incentives to pass a physical fitness assessment, time off or monetary awards. • Provide a workout facility at the department or a membership to a local gym. <p>Encourage friendly competitions amongst peers. Many officers are competitive by nature, and this could give them the spark to achieve their fitness goals.</p>
20.	Does the department require officers to warm-up prior to each shift and periodically as needed throughout the shift?	1		<p>It is estimated that 45% of all FMIT law enforcement injuries may have been prevented if a proper warmed up was completed.</p> <p>Although most people understand the importance of warming up before they exercise, until recently warming up prior to work has not been widespread. In the past decade however, construction firms, manufacturing plants, warehouses and even retail stores have been warming up prior to their shift with incredible results. Not only do participating employees generally feel better, but sprain and strain injuries in these firms have plummeted!</p> <p>Law Enforcement Warmup and Stretching Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EubOpdkm4IFMp_hT-Sq55fIBjnO414FohZ8hB615GYkIlg?e=7GIYfz</p>

21.	Do officers have access to a nutritionist?	1		<p>Many officers operate from their vehicles so nutritious options for meals or snacks, and adequate time to consume them are very limited. It is imperative that officers understand how simple nutrition choices can affect their physical readiness on the job.</p> <p>In addition, keeping nutrition a priority can be accomplished by:</p> <ul style="list-style-type: none"> • Requiring annual or semi-annual in-service nutrition education. • Department-wide nutrition recommendations/emails. • Reminders during roll call. <p>Providing educational material such as posters and pamphlets</p>
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Section 3: Incident and Claims Management

	Question	Possible Score	Score	Recommendations
22.	Does the department have a documented process for reporting incidents?	1		<p>An effective reporting process is vital to reduce hazards in the workplace. Not only should serious incidents (medical, lost time, vehicle collisions) be reported, but minor incidents such as near misses and first aid cases should also be reported and tracked.</p> <p>Incident Reporting and Investigation Program and Forms: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Evp65RbL9mZGmvlme-CJsX8BpIXFxDGf-drK7RFNVnLhQ?e=ZBBRMT</p>
23.	Are near misses and first aid incidents reported and tracked?	1		<p>A “near miss”, a.k.a “close call”, “near collision”, or “near hit”, is an unplanned event that DID NOT result in injury, illness, or damage – but had the potential to do so. Departments that do not report these near misses lose the opportunity to identify hazards and ultimately prevent future incidents. History has shown that most serious incidents, including those that are catastrophic, were preceded by numerous warnings or near miss incidents. Recognizing and reporting near miss incidents can significantly improve worker safety and enhance a department’s safety culture.</p>
24.	Does the department have a documented process for conducting incident investigations?	1		<p>After an incident your department must identify the root causes and put corrective actions in place to prevent reoccurrence.</p>
25.	Does the investigation process include root cause analysis?	1		<p>A very simple method that investigators can use to identify the root causes is called the 5-Why process. Simply put the investigators ask the question “why” at least 5 times to come to a root cause. In addition, investigator training should be conducted to improve the skill set of those conducting the investigation.</p>

				Incident Investigator Training Course: https://floridaleague-my.sharepoint.com/:f:/g/person/treschny_flicities_com/EsuworRzKx5Bqx3HvmLYGgMBOGZ6LvGWNWlcyCj2UbUq6A?e=DyPQaL
26.	Is there a formal system for acting on the results of the investigation	1		<p>Having a review (and ultimately a sign off) of completed investigations by the chief executive (City Manager, Mayor, Etc.) will not only keep him/her in the loop, but also to provide an opportunity to demonstrate their commitment to the overall safety process.</p> <p>Lastly, the investigation results and lessons learned must be communicated across all other departments to ensure that similar events can be prevented at a departmental level.</p>
27.	Does the department have a formal claim reporting and management process including return-to-work?	1		<p>Departments who are actively involved in their claims can greatly reduce the severity of their claims.</p> <p>Claims Management and Return to Work Program: https://floridaleague-my.sharepoint.com/:f:/g/person/treschny_flicities_com/EltvWW_7KBFp1Ozld50I54BpUJ42onD4FSO_W5G-pzP4g?e=0WAVFb</p>
28.	Is there a single person (or small group) responsible for reporting claims to the FMIT claims department?	1		It's important that one person (or a very small group of people) be familiar with the claims reporting and management requirements.

Section 4: Hazard Identification and Control

Question		Possible Score	Score	Recommendations
29.	Does the department have a formal inspection process used to proactively identify hazards? (I.e. Equipment inspections, vehicle inspections, building inspections, etc.)	1		<p>Conducting inspections can be a simple yet very effective way to identify and correct hazards.</p> <p>Vehicles should be inspected before use to identify mechanical hazards and overall equipment readiness.</p> <p>Buildings and property should be inspected to identify common hazards. For example, offices should be checked for blocked electrical panels, tripping hazards, flammable liquids being stored outside fire cabinets in the maintenance room, etc. In addition, public areas such as lobbies and interview rooms should be proactively and frequently checked for damage and deterioration.</p>
30.	Are hazards identified during the inspection corrected in a timely manner?	1		<p>Developing a departmental specific inspection program which includes the completion of periodic/scheduled inspections using specific checklists can greatly identify and reduce hazards in your department. Site specific checklists should be developed and used for your vehicles, equipment, buildings and facilities.</p>

				<p>Inspection Program and forms: https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flicities_com/EhmUd3DpoapJp_CgCUb-AT8BRhZ1BY3NdDm-KQHMW5fdVg?e=1t7dmp</p>
31.	Does the department have a “Corrective Action List” used to track identified hazards until they are completed?	1		<p>Once your hazard identification processes (inspection, incident/hazard reporting, etc) are fully implemented suggestions are going to stream in. This is how you know it’s working!</p> <p>Although most hazards can be corrected immediately, some hazards may take longer to control especially when they involve costly changes, new equipment, new procedures, etc... In those cases, your department should have a Corrective Action List (which is simply a to-do-list) to track the completion of the hazard control.</p> <p>Sample Corrective Action List: https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flicities_com/EIWQe42Qt6lGv7CwPz2zAAIBvx7sUgF0amk8SGgskUyalw?e=6xZGLC</p>

Section 5: Training and Communication

Question		Possible Score	Score	Recommendations
32.	Does the department have a formal and documented new hire/officer orientation process?	1		<p>Employees are typically at the greatest risk in the first 6 months of employment. Departments must address this risk by implementing a formal and consistent employee orientation.</p> <p>Start by developing a matrix of the skills a new employee would need for their position on the first day, at the end of the first week, and at the end of the first month, then put those skills on a checklist.</p> <p>Of course, the new hire training should be documented on the departmental checklist and the training records should be kept in the employee’s personnel file.</p> <p>Safety Training and Communication Program: https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flicities_com/EtTRleXM9RxLg4aRIJbG9QBUFU1ePHuWpowxdoXknPjxA?e=8ig7MR</p>
33.	Does the orientation cover department policies, incident reporting requirements, emergency procedures, etc.?	1		
34.	Does the orientation include pairing the new employee with a supervisor or experienced employee (I.e., Field Training Officer)?	1		
35.	Are field training officers provided with guidance to ensure they are relaying consistent and accurate	1		

	information to the new officers?			
36.	Does the department have an ongoing training process which includes safety training?	1		<p>Ongoing training starts with the development of a training matrix of topics and skills employees/officers must know. Then the next step involves deciding how often those topics and skills need to be retrained or reassessed.</p> <p>Keep in mind that training and retraining for the sake of training is most often a waste of time and limited resources. Aside from the regulatory training which may have a time requirement, training should only be conducted when needed (i.e. based on goals and skill gaps).</p> <p>Also keep in mind that to ensure your training is effective, include these four steps. 1) Tell, 2) Show, 3) Do, 4) Apply. For example, when teaching an officer to use a chainsaw for storm cleanup 1) Tell the employee about the dangers and general operating methods. 2) Show the employee how to use the saw via a demonstration. 3) Allow the employee to practice the skill under the supervision of the trainer. 4) Allow the employee to apply the new knowledge and skills in real life situations under the supervision of the trainer.</p> <p>Training Matrix and Tracking Sheet: https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EtTRleXM9RxLg4aRIJbG9QBUFU1ePHuWpowxdoXknPjxA?e=8ig7MR</p>
37.	If the department has a tactical team (SWAT, SRT, etc.) do they train at least quarterly?	1		The minimum FDLE Requirement for this type of training is quarterly.
38.	For high liability training does the department utilize a “Law Enforcement Safety Officer” to assist the trainer(s)?	1		<p>The overall purpose of the Law Enforcement Training Safety process is to have a trained employee who can proactively anticipate, evaluate, and control risks while maximizing the effectiveness and realism of the training.</p> <p>A detailed analysis of the law enforcement injuries sustained by the Florida Municipal Insurance Trust (FMIT) membership showed that 10% of all law enforcement injuries were because of training.</p> <p>These are particularly troublesome since officers who were hoping to improve their readiness are instead taken out of service because of their injury.</p> <p>Law Enforcement Training Safety Policy: https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EubOpdkm4IFMp_hT-Sq55fIBjnO414FohZ8hB615GYkIJg?e=7GIYfz</p> <p>Course Material: https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EgF-KxImdTxCpwhnj6GCyUkBE7C8igTBQXLS-G2NGtcymQ?e=kZuKrn</p>

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39.	Does the trainer and/or Law Enforcement Safety Officer use a Law Enforcement Training Planning Worksheet to plan the session and to anticipate potential dangers?	1		<p>Before high liability training the trainer(s) and Law Enforcement Safety Officer should plan the session and should review the lesson plan to anticipate and control hazards.</p> <p>Law Enforcement Training Forms: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EubOpdkm4IFMp_hT-Sq55fIBjnO414FohZ8hB615GYkIJg?e=7GIYfz</p>
40.	Before high liability training do the trainer(s) and Law Enforcement Safety Officer conduct a site safety inspection of the training area?	1		<p>Prior to the start of any high liability training the location should be inspected to ensure all hazards have been identified and controlled.</p> <p>Law Enforcement Training Forms: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EubOpdkm4IFMp_hT-Sq55fIBjnO414FohZ8hB615GYkIJg?e=7GIYfz</p>
41.	Before high liability training do the trainer(s) and Law Enforcement Safety Officer make sure participants warm up properly?	1		<p>It is estimated that 45% of all FMIT law enforcement injuries may have been prevented, or the severity may have been reduced if the injured officer was properly warmed up.</p> <p>Law Enforcement Warmup and Stretching Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EubOpdkm4IFMp_hT-Sq55fIBjnO414FohZ8hB615GYkIJg?e=7GIYfz</p>
42.	Before high liability training do the trainer(s) and Law Enforcement Safety Officer conducting a pre-training briefing to set clear expectations?	1		<p>Setting clear expectations for behavior, site safety concerns, and emergency procedures.</p> <p>Law Enforcement Training Forms: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EubOpdkm4IFMp_hT-Sq55fIBjnO414FohZ8hB615GYkIJg?e=7GIYfz</p>
43.	During high liability training do the trainer(s) and Law Enforcement Safety Officer Observe participants to ensure that they do not engage in hazardous activities?	1		<p>One of the key tasks to manage training is to continuously monitor the training area for developing safety issues. Again, it is the fundamental role of the LESO to focus on the safety of the participants so that the instructor can focus on delivering the content. With that said, it's crucial that the LESO view the training through the lens of participant safety NOT through the lens of a trainer!</p> <p>Law Enforcement Training Forms: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EubOpdkm4IFMp_hT-Sq55fIBjnO414FohZ8hB615GYkIJg?e=7GIYfz</p>
44.	If there is an incident or injury during any training, do the trainer(s) and Law Enforcement Safety Officer conduct an incident investigation?	1		<p>The LESO, with help from the instructor, will investigate all incidents experienced during the training session. This includes investigating injuries, property damage, and a near misses (also known as close calls).</p> <p>The investigation should be documented on the agencies Incident Report and Investigation Form. The goal of the investigation is to consider the events leading up to the incident, the root causes, and how the incident could have been prevented.</p>

			<p>Keep in mind that the goal of an incident investigation is not to place blame or fault, instead, the focus of the investigation should be on preventing similar incidents. Also keep in mind that completed investigation reports should be directed to appropriate agency or city personnel for review and if applicable claims processing.</p> <p>Law Enforcement Training Forms: https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EubOpdkm4IFMp_hT-Sg55fIBjnO414FohZ8hB615GYklJg?e=7GIYfz</p>
45.	Are all reality-based trainers trained/certified in the use of non-lethal marking rounds by a recognized entity? (i.e., Simunition, Reality Based Training Association, etc).	1	<p>When carried out in a haphazard manner, Reality Based Training (RBT) can cause physical harm to participants and observers. Perhaps the most tragic outcome is when an officer or bystander is seriously injured or even killed during a scenario.</p> <p>Inadvertently mixing up training weapons with live duty weapons, or improper use of, or protection from, non-lethal training ammunition are unfortunately all too common.</p> <p>The bottom line is that RBT is an extremely effective method of putting officers in the most realistic situations. True RBT must be conducted without cutting corners and requires intensive planning especially regarding safety. If conducted properly, RBT can be an extremely safe cornerstone of officer training.</p>
46.	When using non-lethal marking rounds is the area secured to prevent unauthorized or incidental entry?	1	<p>It is vital to identify and isolate the training area and determine the staging area location/checkpoint where participants will enter and leave.</p> <p>Search the training area/safe zone for lethal items prior to anyone entering.</p>
47.	When using non-lethal marking rounds are all participants screened to ensure that no live weapons or ammunition enter the controlled area?	1	<p>Ensure all weapons to be used in the training have the proper NLTA conversion kits installed.</p> <p>Ensure that all weapons, lethal ammunition/magazines and firearms (that have not been modified to fire the non-lethal training ammunition) have been removed from the training area/safe zone.</p> <p>No cartridges of any kind shall be carried in anyone’s pockets at any time, before, during, or after training.</p> <p>Ensure all magazines and weapons to be utilized in the training have been inspected by the Law Enforcement Safety Officer and marked with brightly colored blue tape.</p> <p>Ensure that ammunition is not placed in any magazine without the Law Enforcement Safety Officers approval.</p> <p>No knives or sharp objects are permitted in the training area. Participants should be instructed to leave all nonessential metal items in the semi safe zone.</p>
48.	When using non-lethal marking ammunition do all participants wear the required protective equipment?	1	<p>Participants: eye and face protection, throat protection, groin protection, gloves. In addition, long sleeve shirts/ long pants are also strongly recommended.</p> <p>Observers: Eye and face protection.</p>

49.	During defensive tactics training is the area assessed and chosen based on the needs?	1		Trainers and Law Enforcement Safety Officers should use training areas appropriate to the type of training. Hard surfaces are generally inappropriate for defensive tactics training. Training should be conducted in areas with soft footing, such as a grassy area or on appropriate matting.
50.	If mats are used for defensive tactics training, are they the correct mat for the type of training?	1		<p>A matted training area can increase the safety of the training however mats should be sufficiently firm to allow free movement while still providing enough impact absorption for safe throws and takedowns.</p> <p>Generally, “tatami mats”, or “wrestling mats” are used in defensive tactics training. Tatami style mats are preferable since the soft surface of wrestling mats can increase the risk of knee and ankle injuries.</p>
51.	Are defensive tactics skills taught and practiced at low speeds so that the technique can be mastered before progressively increasing speed and intensity?	1		<p>When conducting defensive tactics training, each technique trained must be appropriate for the participants and must be thoroughly tested, before the training is conducted.</p> <p>Familiarize participants with each maneuver by providing thorough explanations and demonstrations before they attempt the techniques.</p> <p>Do not allow participants to get ahead of the instruction. Ensure that training partners offer some resistance but allow maneuvers to be freely executed during the learning stages and while perfecting the techniques.</p>
52.	Is adequate space provided for defensive tactics training?	1		Ensure that there is adequate space between participants during all practical work (i.e., allow at least an 8-square-foot training space for each person).
53.	When practicing striking are precautions taken to prevent injury while still maintaining realism?	1		<p>Striking often results in injury to the striker. Striking can be practiced with various types of protective padding, such as gloves.</p> <p>Martial arts striking pads or padded martial art suits such as the Red Man Suit are also recommended to enhance training. They allow officers to strike with full force, while protecting their training partners. Defense from strikes can be practiced using reduced force blows or by using padded martial art suits.</p>

Section 6: Law Enforcement Specific Safety Issues and Requirements

Question		Possible Score	Score	Recommendations
54.	Does the department have a written policy that addresses a hostile workplace including discrimination, harassment, sexual harassment, bullying, etc?	1		Hostile work environments can occur when the work environment is made unpleasant. For example, if employees are experiencing harassment from co-workers or otherwise being made to feel uncomfortable (such as by constantly hearing sexually inappropriate jokes or jokes about their religion).

			<p>It is important that departments proactively address this risk by instituting clear policies and training all staff on those policies. More importantly, it is vital that every department follow through with the policy if/when they become aware of a potential problem.</p> <p>Anti-Harassment Policy and Complaint Procedure: https://floridaleague-my.sharepoint.com/:f:/g/person/treschny_flcities_com/EgBHPnsiODxCnMsawqoiltEBnOXPBcDU7ogYps0F-yt28g?e=knGIUI</p> <p>Hostile Workplace Prevention Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/person/treschny_flcities_com/EnKpboMq4A5OpmrJPZvZp4sBoFGiG0J1JXNqbh7ZJVhceA?e=h2zyp_B</p>
55.	Does your department provide the state mandated Post-Traumatic Stress Disorder (PTSD) training?	1	In October of 2018 the State of Florida mandated PTSD training for Police, Fire and EMS employees.
56.	Does your department provide training and guidance on First Amendment Auditing, and Second Amendment Auditing?	1	You should develop a set of policies for dealing with auditors. Not only will this help with officer decision making but can help avoid potential liability. All police officers should be familiar with first and second amendment audits. Remember that with just a few exceptions, auditors have the right to film them in public places. Also open carrying a firearm while actively fishing, camping, hunting, or target shooting, or traveling to or from these activities is permitted by FL Law. Police departments should allow their officers to prepare and practice for auditor encounters, including during scenario-based training.
57.	Do employees wear respirators? (Biological, Drugs, Fentanyl, SWAT/SRT, etc.) If so, do you have a program that manages all the required elements?	1	<p>Since respirators are the last line of defense it is important that they be selected, fitted, used and maintained. This starts with a written respirator program specific to your operations. Then it included having employees medically qualified to wear those respirators, fit tested annually, and trained annually.</p> <p>Respirator Program: https://floridaleague-my.sharepoint.com/:f:/g/person/treschny_flcities_com/Eoa87xli4dBGhbOuVvnA7L8BI3EyQY-b96llohpxCfzv6A?e=HySTa4</p> <p>Respiratory Protection For Law Enforcement Course: https://floridaleague-my.sharepoint.com/:f:/g/person/treschny_flcities_com/Eo7dtko8d9ppGvysLLsS00ssBZfoKhSk3nexYb-mykYkyhQ?e=jN0f71</p> <p>Exposure Control For Law Enforcement Course: https://floridaleague-my.sharepoint.com/:f:/g/person/treschny_flcities_com/Elg1uODD-SZPmeiw-MZFQj0BWTYVw0eho8F0G0yzBgx-Wg?e=vpvBQc</p> <p>Respirator Fit Tester Course: https://floridaleague-my.sharepoint.com/:f:/g/person/treschny_flcities_com/Eg2upA0NoVpGt-4C04RKOVYBNPb4zBpTldS96IyoUUSKGG?e=eCyfhx</p>
58.	Vehicles- Does the department use, handle or store flammable liquids such as gasoline? If so, is there a formal safety process?	1	You should develop a written procedure which lays out the requirements for the use, transportation and storage of flammable liquids. In addition, you must ensure that employees have been trained on the requirements of the procedure.

				<p>Flammable Liquid Storage and Handling Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Esm14LWGu_RCua1C7sxHup8BEdNKu37A15I59txWr31blw?e=9Cz5y4</p>
59.	Vehicles- Does the department have a driver safety management program?	1		<p>A fleet safety program which includes driver record checks, new-hire driver onboarding and training, collision reporting, post-incident investigations, general driving requirements, etc.</p> <p>Fleet Safety Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Ei9B8-sEzSxFnVye8uuoS8YB16M-KJ9bh91F8vLI56_wEg?e=v79Vap</p> <p>Fleet Safety Management Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Et7BJxEz6M1PofVafO-HbMMBOD6jpOgK9_MeSi57g3T8Nw?e=VFY1sa</p>
60.	Vehicles- Does the department have a documented vehicle inspection program? (i.e., daily, weekly driver inspections based on your needs and policies)	1		<p>Drivers should conduct vehicle inspections periodically. This inspection should include a check of their equipment, first aid supplies, fire extinguisher, AED (if equipped), etc.</p> <p>Fleet Safety Forms: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Ei9B8-sEzSxFnVye8uuoS8YB16M-KJ9bh91F8vLI56_wEg?e=v79Vap</p>
61.	Vehicles- Does the department provide additional training for specialized vehicles or equipment? (i.e., motorcycle, ATV, utility vehicles, boats, etc.)	1		<p>If you have employees who operate other types of powered equipment you should develop a written procedure for that equipment. Then you should train your employees on that procedure and provide the appropriate equipment including appropriate helmets, PFD's, etc....</p>
62.	Exposure Control- Does the department have an exposure control plan that is reviewed annually?	1		<p>Law enforcement officers can be stuck with needles while performing searches, exposed to viruses in the blood of trauma victims, get body fluids on their skin at crime scenes, and can be bit, scratched or spit on during altercations. A written program or procedure based on your exposures should be developed and reviewed for accuracy each year.</p> <p>Bloodborne Pathogens Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/En-UJOeJuV5DhZHIKza6qhoBzi_eumK-n1jkdDODrdTMTQ?e=2O9Lpm</p>
63.	Exposure Control- Does the department provide annual training on the exposure control plan?	1		<p>The risk of infection can be greatly reduced with proper training, equipment, and in some cases vaccinations. For that reason, annual bloodborne pathogen training should be conducted.</p> <p>Exposure Control for Law Enforcement Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Elg1uODD-SZPmeiw-MZFQj0BWTYVw0eho8F0G0yzBgx-Wg?e=vpvBQc</p>

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64.	Exposure Control- Does the department offer Hepatitis B vaccinations to all potentially exposed employees?	1		The HBV vaccine is greater than 90 percent effective in providing protection against the Hepatitis B virus. Inoculation with HBV vaccine is the simplest way for officers to protect themselves from becoming infected with HBV. If an officer declines the vaccination, it should be documented.
65.	Exposure Control- Do officers carry protective equipment including disposable gloves and pocket mask (for artificial respiration)?	1		<p>Most agencies have opted for medical grade Nitrile gloves rather than Latex gloves which are now generally avoided due to widespread latex allergies.</p> <p>Nitrile gloves provide excellent protection from blood and other potentially infectious materials and provide cut and puncture-resistance for most medical situations.</p>
66.	Exposure Control- To prevent needle stick injuries does the department have a “no blind reaching” policy when searching areas that cannot be seen? (I.e. vehicles, voids, etc.)	1		<p>Officers should utilize their eyes when searching areas and should avoid felling around with their bare hands in areas that cannot be seen.</p> <p>Exposure Control for Law Enforcement Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Elg1uODD-SZPmeiw-MZFQj0BWTVVw0eho8F0G0yzBgx-Wg?e=vpvBQc</p>
67.	Exposure Control- Do officers have and use puncture resistant gloves when searching suspects?	1		<p>In 2018 the American Society of Testing Materials (ASTM) finalized and published standard E3109 – 18 which is the “Specification for Protective Gloves Worn by Law Enforcement and Corrections Officers”.</p> <p>The ASTM standard specifically addresses the unique physical protection law enforcement officers need while attempting to minimize effects on an officer’s dexterity. The standard recognizes that law enforcement gloves do not require uniform protection and that certain portions of a glove such as the palms and fingertips may require additional protection.</p> <p>Law Enforcement Gloves (SWP): https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Eub0pdkm4lFMp_hT-Sq55flBjnO414FohZ8hB615GYkIlg?e=7GIYfz</p>
68.	Exposure Control- Does the department have a post exposure plan in place including decontamination/ cleaning, exposure reporting and medical assessment?	1		<p>If an officer becomes exposed to potential pathogens immediately wash the area with soap and water. If splashed in the nose, mouth, or exposure to non-intact skin (abraded or chafed) occur, immediately flush the exposed areas with water for at least 15 minutes.</p> <p>Once the area of exposure has been cleansed, supervision must be notified, and a post-exposure medical evaluation should be conducted.</p>
69.	Exposure Control- Does each department vehicle carry a basic decontamination kit?	1		To ensure effective decontamination after a potential exposure each department vehicle should have a basic decontamination kit which includes water, soap, sanitizer, tongs, scoops, nitrile gloves, biohazard bags, absorbent materials, etc....
70.	Ballistic Protection- Do all officers wear National Institutes of Justice (NIJ) Level II body armor when patrolling?	1		Ballistic and/or edged blade and/or spike resistant vests are tested to different levels and are designed to serve different uses and purposes. More specifically, a vest that is certified to protect against bullet threats may offer no protection to stab threats and vice versa. Therefore, it is important to consider which threats you may face, so you can identify which protection levels are most suitable for your needs.

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				When choosing a vest, a vest with a higher rating will be slightly thicker, slightly less flexible, and slightly heavier than a lower-level alternative.
71.	Ballistic Protection- Do officers have access to National Institutes of Justice (NIJ) Level III or IV ballistic protection when needed?	1		When needed officers should have the ability to don an outer carrier that contains ballistic protection for rifle threats. DO NOT purchase a lower-level vest than needed in the hope it will perform higher.
72.	Ballistic Protection- Have officers been trained on the care, use and limitations of their ballistic protection?	1		<p>Officers must understand that NO vest is truly bulletproof, and any vest will always be penetrated by a higher, more powerful caliber weapon. In addition, officers must understand how to clean and inspect their lifesaving equipment.</p> <p>Ballistic Protection for Law Enforcement Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EvYqtyaJF59lgG_Z8na6TSsBdmY_eEu3wOtQMYGy1QLskg?e=BlesAh</p>
73.	Ballistic Protection- Have load bearing vests been evaluated and considered to prevent lower back pain?	1		<p>Lower-back pain is a significant health issue for law enforcement personnel. In 2019 the Eau Claire Police Department was subject to a large-scale university ergonomics study in which the research team determined that load-bearing vests are a safe and healthier alternative to the traditional duty belt.</p> <p>“The findings are clear, and they are significant,” said Dr. Jeff Janot, a professor of kinesiology and the faculty lead on a six-month study that involved UW-Eau Claire, ECPD and Mayo Clinic Health System. “While the vests weigh more, the weight is more evenly distributed so there is less strain on the hips and lower back.”</p> <p>Researchers also determined that the vests do not limit the officers’ range of motion or create other issues that would be problematic for the officers from a safety standpoint</p>
74.	Firearms/Weaponry- Does the department have designed and certified armorer (s)?	1		Armorsers are responsible for establishing and maintaining all department firearms and for maintaining the armory in a safe condition.
75.	Firearms/Weaponry- Are employees prohibited from using their own firearms or making any modifications to their issued firearms unless allowed by the policy and/or approved by the armorer.	1		This includes ensuring all armory tools, equipment and supplies will be used in accordance with manufacturer or established safety practices. Live ammunition must not be stored or placed on gunsmithing tables. Dangerous items such as cleaner, solvents and other controlled substances must be used and stored in accordance with manufacturer's suggestions and must be kept in plainly marked containers.
76.	Firearms/Weaponry- Is a documented inspection of each department firearm completed at least annually?	1		Inspection and maintenance must be completed according to the manufacturer's standards. During this inspection the following will be noted on an inspection form:

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77.	Firearms/Weaponry- Is a documented inspection of each department less-lethal weaponry to ensure expiration dates are not exceeded at least annually?	1		<ul style="list-style-type: none"> • Name/number of officers in possession of department firearm/less lethal. • Manufacturer, serial number, and description of the firearm/less lethal. • Any problems with firearm/less lethal including needed repairs, lack of maintenance and any complaints or comments about the weapon by the member.
78.	Firearms/Weaponry- Are firearms and less-lethal weaponry stored in a safe and secure method?	1		<p>Officers must ensure that all firearms, ammunition and less lethal weaponry are locked or safely secured while in their homes, vehicles, or any other area under their control in a manner that will keep the firearms inaccessible to others who should not be allowed to access them.</p> <p>Additionally, officers must not permit department-issued firearms to be handled by anyone not authorized to do so.</p> <p>Officers should consider the following safety measures for secure firearm storage to augment the cable locks issued through the department:</p> <ul style="list-style-type: none"> • Firearm Safe • Lock Box • Trigger or Chamber Lock • Workplace Locker
79.	Firearms/Weaponry- Does the department have a safe method to clear firearms?	1		A clearing tap or barrel should be provided as a safety measure to prevent negligent discharges.
80.	Firearms/Weaponry- Are all live-fire training and qualification sessions conducted under the supervisor of a Certified FDLE firearms instructor (or equivalent)?	1		
81.	Firearms/Weaponry- Are all officers and observers present during live-fire training and qualification sessions wearing eye and ear protection?	1		

82.	Lead Exposure- Does the department employ lead safety practices to prevent lead contamination and poisoning?	1		Bringing and consuming food and drinks in the range area is not permitted. All participants and observers must wash their hands and face before eating, drinking, or smoking or after any live-fire training and qualification sessions is complete.
83.	Lead Exposure- If the department utilizes an indoor range (owned, leased, rented, etc.) does the range have adequate ventilation and range cleaning methods?	1		<p>Dry sweeping; compressed air; non-high efficiency particulate air (HEPA) filtered vacuums) or inadequate cleaning of lead contaminated surfaces is not permitted.</p> <p>Lead Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EovkQUJcZftKhm5cLhtBTIsBXzO4nIbJD_Auh5HKeidhUQ?e=JH099I</p>
84.	Does your department use Unmanned Aircraft Systems also known as drones? If so, do you have a written policy on the use of the drone including operator training?	1		<p>Sample Unmanned Aircraft Systems (UAS-Drone) Sample Policy and Checklist: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ep-BobhEzuRFggjjUysUKtgBylIMC-DrswrgqcBO6bmQvA?e=EBryXH</p>

Self-Assessment Score Sheet Summary:

Safety Improvement Assessment Element Name	Total Points	Max Points Poss.	Percent
Departmental Safety and Risk Management			
Section 1: Commitment to Safety and Health		6	%
Section 2: Readiness		15	%
Section 3: Incident and Claims Management		7	%
Section 4: Hazard Identification and Control		3	%
Section 5: Training and Communication		22	%
Section 6: Law Enforcement Specific Safety Issues		31	%
Totals		84	%
Summary			
		Yes	No
If Level 1: Did you achieve a minimum overall score of at least 65% with no applicable elements scoring less than 50%? If yes contact your Safety/Risk Consultant to schedule your Safety Improvement Assessment.		Book Level 1 Safety Improvement Assessment	Implement Missing Elements
If Level 2: Did you achieve a minimum overall score of at least 75% with no applicable elements scoring less than 60%? If yes contact your Safety/Risk Consultant to schedule your Safety Improvement Assessment.		Book Level 2 Safety Improvement Assessment	Implement Missing Elements
If Level 3: Did you achieve a minimum overall score of at least 85% with no applicable elements scoring less than 70%? If yes contact your Safety/Risk Consultant to schedule your Safety Improvement Assessment		Book Level 3 Safety Improvement Assessment	Implement Missing Elements