



CITY COUNTY INSURANCE SERVICES

LAW ENFORCEMENT BEST PRACTICES SURVEY

CORVALLIS POLICE DEPARTMENT

AUGUST 2007

City County Insurance Services
1212 Court Street NE
Salem, OR 97301
Phone (503)763-3800
Fax (503)763-3900

City County Insurance Services is a member service of the League of Oregon Cities and the Association of Oregon Counties

CIS Law Enforcement Best Practices Survey

Member: City of Corvallis	Date: 8-14-07	Conducted By: Dave Malkin
----------------------------------	----------------------	----------------------------------

Contact Information

Contact Name/Title:
Chief Gary Boldizar

Contact Name/Title:

Present at meeting (name(s)):
Chief Gary Boldizar, Lieutenant John Keefer, Valerie Saiki, Dave Malkin

# of Employees: 82 F.T.E.'s, including 56 Certified Police Officers	# of Volunteers: 40 Volunteers including 12 Police Cadets
---	---

I. RISK MANAGEMENT

1	General Risk Management	Best	Compliance			Comments:
			YES	NO	Partial	
A	Designated individual responsible for risk management and safety compliance functions? Who?	Need	X			Sue Fertig, Ellen Volmert Captain Sassaman July 31, 2007, How to Get Sued, Kirk Mylander
B	Delegated responsibility for internal claims investigation and reporting claims to CIS? Who?	Need	X			
C	Managers held accountable for risk/safety related prevention and mitigation in their performance evaluations? Is safety specifically outlined in performance reviews?	Need	X			
D	When was the last training for public officials on employment issues or public officials liability? (Sheriff's)		X			

2	Recommendation Response	Best	Compliance			Comments:
			YES	NO	Partial	
A	Timely response to prior loss control/risk management recommendations?	Need	X			Timely. Termination meeting and advice.

CIS Law Enforcement Best Practices Survey

Member: City of Corvallis	Date: 8-14-07	Conducted By: Dave Malkin
----------------------------------	----------------------	----------------------------------

II. FACILITY

1	Safety	Best	Compliance			Comments:
			YES	NO	Partial	
A	Fire Alarm (OAR 437-002-0041)	Need	X			Fire/Smoke Detectors
B	Fire Extinguishers; regularly Inspected? (OAR 437-002-0180)	Need	X			Regularly inspected
C	Sprinklers; regularly tested?	Should	X			
D	Exit markings (OAR 437-002-0041)	Need	X			Lighted
E	Emergency lighting; Regularly tested?	Should	X			
F	First-Aid kits available (OAR 437-002-0161)	Need	X			
G	Bio-hazard kit and disposal available (OAR 437-002-0360)	Need	X			In all cars. Two in Police Building
H	MSDS sheets posted (OAR 437-002-0360)	Must	X			
I	Proper storage of hazardous materials (OAR 437-002-0180)	Must	X			
J	Building evacuation plans posted	Must	X			
K	Eye wash stations where required (OAR 437-002-0161)	ADV	X			
L	Emergency Action Plan (> 10 employees) (OAR 437-002-0042)	Must	X			
M	Facilities rating (Scale of 1:5)			4		AED in building

2	Security	Best	Comp			Comments:
			YES	NO	Partial	
A	Facilities space is wholly dedicated to police function and other city employees can not enter unless authorized	Should	X			
B	Non-Police visitors have escorts only	Need	X			
C	Access to LEDS and NCIC data restricted (OAR 257-015-0060 and 0070)	Must	X			
D	Sensitive or confidential information not available to unauthorized viewing (257-015-0070)	Must	X			
E	Visitors do not pass through critical work space when entering facility	Need	X			
F	Facility has secure storage for department owned weapons and ammunition	Need	X			
G	Adequate perimeter security for law enforcement facility.	Need	X			Yes but looking to improve video surveillance

3	Holding Facility	Best	Compliance			Comments:
			YES	NO	Partial	
A	If the agency has a holding facility, it meets the minimum criteria in the Oregon Jail Manager Standards.	Need				N/A No holding within facility
B	The holding facility is inspected and approved annually as required by statute and administrative rules ORS 169.005 .	Must				

CIS Law Enforcement Best Practices Survey

Member: City of Corvallis	Date: 8-14-07	Conducted By: Dave Malkin
----------------------------------	----------------------	----------------------------------

II. FACILITY continued...

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

5	Evidence	Best	Compliance			Comments:
			YES	NO	Partial	
A	The agency has a secure evidence room that has access limited to a designated person(s) (ORS 133.537)	Must	X			Outstanding Evidence Room. Top Notch!
B	The agency provides an area for the processing of evidence before submittal	Should	X			
C	Temporary and secure storage of evidence is provided when the evidence technician is unavailable	Need	X			Stored across parking lot from facility.
D	Explosives, flammables and hazardous materials are not stored within the facility	Must	X			
E	Firearms are unloaded before being submitted and ammunition is stored separately	Need	X			
F	The agency provides a receipt for evidence to the person from whom it was seized	Need	X			
G	An annual audit is conducted of random choice of evidence by supervisor not in the evidence technician's chain of command	Need	X			Audit completed every six months
H	Complete inventory of evidence whenever there is a change in the evidence technician or chief executive of the agency	Need	X			Done when there is a change in Evidence Technicians.
I	Directives require that evidence be submitted to an approved evidence locker by officers prior to the end of their shift	Need	X			
J	Firearms, cash, and controlled substances are each stored in separate, secure locations.	Should	X			
K	Directives require posting of hazard labels whenever hazardous materials (including bio-hazards) are stored in evidence (OAR 437-002-0360)	Must	X			
L	The Evidence Custodian has received appropriate training in the management of the evidence function.	Need	X			

CIS Law Enforcement Best Practices Survey

Member: City of Corvallis	Date: 8-14-07	Conducted By: Dave Malkin
----------------------------------	----------------------	----------------------------------

II. FACILITY continued...

6	Records	Best	Compliance			Comments:
			YES	NO	Partial	
A	Access to areas containing police records are limited to authorized personnel only (OAR 257-015-0070)	Must	X			In compliance now, however Captain Sassaman is rewriting those directives
B	The agency has specific directives covering the personal use of, and the release, dissemination, destruction or removal of all official records. (Criminal History, DMV, criminal investigations, personnel, or HIPPA) ORS Chapter 192, 162.305, 419B.035	Need	X			
C	The agency has procedures in place ensuring timely compliance with expungement orders. ORS Chapter 192, 137.225, 419A.262, and OAR 166.200.0100	Must	X			

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

III. VEHICLES

1	Maintenance	Best	Compliance			Comments:
			YES	NO	Partial	
A	Vehicles are well maintained and regularly inspected to ensure safe operation (OAR 437-002-0223 (3)(b))	Must	X			Cars taken out of service every four years at about 60,000 to 80,000 miles.
B	Malfunctioning or worn-out auxiliary equipment is repaired or replaced as necessary	Need	X			

CIS Law Enforcement Best Practices Survey

Member: City of Corvallis		Date: 8-14-07		Conducted By: Dave Malkin		
2	Equipment		Compliance			Comments: Reflective green vests
			YES	NO	Partial	
A	Patrol service vehicles are equipped with emergency lights, siren, and police radio (ORS 816.250 ; OAR 735-110-0010 ; 735-110-0050)	Must	X			
B	Patrol vehicles are equipped with first-aid kits, equipment for protection against blood borne pathogens, blanket, flares and/or traffic cones, fire extinguisher, investigative supplies, traffic safety vests and hazardous material manuals (OAR 437-002-0128 for reflective vests)	Must	X			
C	Special use vehicles, such as bicycles, should meet safety and equipment standards established for those vehicles	Need	X			
D	Any vehicle used for the transportation of a prisoner in the rear seat will have a barrier between the front and rear seats	Need	X			
E	Vehicles used for patrol are preferably marked and have some form of reflective tape for night time visibility	Should	X			
F	Vehicles are inspected by the operator at the beginning of each day/shift to ensure they meet minimum safety standards (OAR 437-002-0223 (19)(a))	Must	X			

3	Vehicle Liability	Best	Compliance			Comments: Driver DMV checks are a work in progress
			YES	NO	Partial	
A	Motor vehicle record checks documented for all drivers at hire and annual rechecks	Need			X	
B	Periodic safe/defensive driver training offered	Should	X			
C	Vehicle accident reporting and review procedure in place	Need	X			
D	Policy on employee use of personal and public vehicles	Need	X			
E	Use of vehicles out of state? Aware of OTCA Limitations? (ORS 30.270)	ADV	X			

CIS Law Enforcement Best Practices Survey

Member: City of Corvallis	Date: 8-14-07	Conducted By: Dave Malkin
----------------------------------	----------------------	----------------------------------

IV. PERSONNEL

1	Selection	Best	Compliance			
			YES	NO	Partial	
A	For entry level sworn positions, the agency utilizes: - written examination OAR 259-008-0010 - oral interviews OAR 259-008-0015 - thorough background investigations, OAR 259-008-0010 and 0015 - physical examinations, OAR 259-008-0010 - baseline hearing tests OAR 259-008-0010	Must	X			Utilizing ORPAT. ORPAT trained testers now in department. 18 month probation for sworn members
B	For entry level sworn positions, the agency utilizes: - psychological testing, - physical agility testing, - drug screening	Need	X			
C	All law enforcement employees serve a minimum of a six month probation, twelve months for sworn.	Need	X			

2	Training	Best	Compliance			Comments:
			YES	NO	Partial	
A	The agency complies with all DPSST training requirements in regard to attendance to the basic academy and formal FTEP program (259-008-0025)	Must	X			<p>P.T.O., Police Training Officer program in place. More than meets the FTEP requirements. The Chief Executive by policy and practice does not have access to the evidence room.</p> <p>Advised of Fire Extinguisher requirement</p>
B	The agency updates records of employees following their participation in training programs	Need	X			
C	The agency meets DPSST minimum in-service training requirements for all sworn personnel (OAR 259-008-0065)	Must	X			
D	Sworn personnel receive annual training, at minimum, in: -use of force and firearms qualification OAR 259-008-0065 , -hazardous materials, OAR 437-002-0100 -blood borne pathogens OAR 437-003-0360 , -first-aid/CPR (bi annual) OAR 259-008-0065 , -hearing conservation OAR 437-002-0080 , -portable fire extinguisher use (in vehicles) OAR 437-002-0180 .	Must	X			
E	Sworn personnel receive annual training, at minimum, in: -legal updates, -defensive tactics, -emergency vehicle operation, -workplace harassment, -workplace safety and officer safety (to include fitness for duty), -Domestic Violence Response -Amber Alert Plan	Need	X			
F	The agency has a directive addressing training for volunteers if used	Need	X			
G	Supervisory and management personnel successfully complete the required courses with a year of appointment. OAR 259-008-0025 (3) and (4)	Must	X			

CIS Law Enforcement Best Practices Survey

Member: City of Corvallis	Date: 8-14-07	Conducted By: Dave Malkin
----------------------------------	----------------------	----------------------------------

IV. PERSONNEL continued...

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

4	Management and Supervision	Best	Compliance			Comments:
			YES	NO	Partial	
A	A performance evaluation of each employee is conducted and documented at least annually	Should	X			
B	Agency supervisors maintain documentation on work performance, coaching, counseling and feedback regarding their subordinates	Need	x			
C	Agency administrators regularly review supervisory performance	Need	X			

5	Officer Equipment	Best	Compliance			Comments:
			YES	NO	Partial	
A	All sworn personnel are individually issued protective body armor and directed by policy that they be worn during patrol duty. (437-002-0123 may apply)	Must	X			n/a Department employs all of these defense tools including asps.
B	Sworn corrections personnel are issued body armor appropriate for their assignment and directed by policy to wear body armor during transport of prisoners or court security assignments. (ORS 437-00200123)	Must				
C	Sworn personnel are afforded defensive tools such as pepper spray, taser, baton and others at the discretion of the CEO	Need	X			
D	All agency personnel are required to utilize occupant safety restraints while in a moving vehicle (ORS 811.210)	Must	X			
E	Sworn personnel are provided with, and required to use, hearing and eye protection devices complying with Oregon OSHA standards while in the vicinity of live fire on the range (OAR 437-002-0080 ; 437-002-0095 ; 437-002-0120)	Must	X			
F.	Every officer in the field has the availability of a portable radio.	Must	X			

CIS Law Enforcement Best Practices Survey

Member: City of Corvallis	Date: 8-14-07	Conducted By: Dave Malkin
----------------------------------	----------------------	----------------------------------

IV. PERSONNEL continued...

6	Special Operations	Best	Compliance			Comments:
			YES	NO	Partial	
A	Agency directives govern the activities of special teams or functions such as SWAT, EDU, Hostage Negotiations, Traffic Enforcement, Narcotics investigation, Vice, Street Crimes, Marine, Water Rescue and Air Operations	Need				N/A. Department has a street crimes unit with the Sheriff's Office. No other special teams in place.
B	Agency has established, and uses, appropriate selection criteria for special teams	Should	X			
C	Special teams are supervised by personnel with appropriate training and experience	Should	X			
D	Team members have appropriate training, certifications and equipment	Need	X			
E	Police Canine, if any, have completed at least 360 hours of training and are certified through the Oregon Police Canine Association or a comparable certifying body. ORS Chapter 543 and ORS 164.305	Must	X			

7	Employment Liability	Best	Compliance			Comments:
			YES	NO	Partial	
A	Job descriptions match current positions and functions held within the organization, and they include physical requirements.	Need	X			City Policy
B	Supervisor training is provided on an ongoing basis. (contract administration, ADA, FMLA and other laws)?	Should	X			
C	New employee orientation includes safe work practices. (PPE, MSDS. Claims and accident/injury reporting, safety expectations)	Need	X			
E	Agency has a progressive discipline policy and it is consistently followed?	Need	X			
F	There is a grievance procedure in place for all employees.	Should	X			
G	Agency staff is aware of, and uses, CIS pre-loss legal services?	ADV	X			

8	Workplace Substance Abuse	Best	Compliance			Comments:
			YES	NO	Partial	
A	Agency has a written policy on substance abuse.	Need	X			
B	Training on policy and implementation is provided to supervisors and employees.	Should	X			
	Agency has established and uses an Employee Assistance Program.	Need	X			
C	Agency directive establishes post accident/incident testing, based on reasonable suspicion standard.	Need	X			

CIS Law Enforcement Best Practices Survey

Member: City of Corvallis	Date: 8-14-07	Conducted By: Dave Malkin
----------------------------------	----------------------	----------------------------------

V. WORKERS' COMPENSATION/SAFETY

1	Safety Committee and Policy	Best	Compliance			Comments:
			YES	NO	Partial	
A	Do you have management commitment to provide a safe workplace and is it visible and communicated to employees?	Must	X			Department enjoys the assistance of a City Executive Safety Committee, and an Internal Safety Committee.
B	Monthly safety meetings regularly held?	Must	X			
C	Safety meeting minutes recorded and posted?	Should	X			
D	Safety committee members are trained (Hazard Identification, Accident Investigation & General Operations.)	Should	X			
E	Safety Committee members include both labor and management.	Should	X			
F	Quarterly worksite inspections completed are documented. Corrective actions are documented.	Need	X			
G	Ergonomic evaluations have been completed for workstations and other job/tasks.	Should		X		

2	Employee Safety	Best	Compliance			Comments:
			YES	NO	Partial	
A	Employees are aware of safe work place rules in their own section.	Must	X			
B	Knowledge of, and Compliance with, required OR-OSHA training and written programs.	Must	X			
C	Personal protective equipment certification & training completed and documented.	Must	X			
D	Radio "dead spots" are identified and made known.	Must	X			

d	Return-to-Work Program	Best	Compliance			Comments:
			YES	NO	Partial	
A	Agency has a written Return to Work policy.	Need	X			
B	The policy applies to both work and non-work injuries/illnesses.	Need	X			
C	Aware of the programs in the Worker's Comp program that provide for reimbursement of light duty wages, etc. (Employer at Injury Program)?	ADV	X			

CIS Law Enforcement Best Practices Survey

Member: City of Corvallis	Date: 8-14-07	Conducted By: Dave Malkin
----------------------------------	----------------------	----------------------------------

V. WORKERS' COMPENSATION/SAFETY continued...

4	Volunteers	Best	Compliance			Comments:
			YES	NO	Partial	
A	Resolution adopted declaring volunteers will be covered by Workers' Compensation.	Must				No Reserve Program
B	Job descriptions completed and class codes for wage reporting verified?	Must				
C	Safe work rules and physical requirements established for volunteers.	Must				
D	There is an identified volunteer coordinator.	Should				
E	All volunteers having law enforcement commissions meet training and/or certification requirements commensurate with authorities or responsibilities granted.	Must				

5	Accident Reporting Procedures	Best	Compliance			Comments:
			YES	NO	Partial	
A	Key contacts & numbers known for CIS Claims reporting?	Need	X			City has developed and uses Near Miss Forms also.
B	Employee involved accident/incident procedures documented?	Need	X			
C	WC Injury Reports (801's) completed for work injuries requiring medical treatment or illnesses and faxed to CIS Claims within 48 hours (or ASAP)	Must	X			
D	Accident investigation report completed and submitted within 5 work days OAR 437-001-0760	Must	X			
E	Accident review forwarded to Safety Committee for review? Recommendations made to management on preventing future incidents/accidents	Need	X			
F	Aware of OR-OSHA Reporting Requirements - Overnight or longer hospitalization (24 hours) & Fatality (8 hours) OAR 437-001-0052	Must	X			
G	The agency has a directive covering the reporting of, and appropriate response to, exposures to blood borne pathogens or hazardous substances OAR 437-002-1030	Must	X			

CIS Law Enforcement Best Practices Survey

Member: City of Corvallis	Date: 8-14-07	Conducted By: Dave Malkin
----------------------------------	----------------------	----------------------------------

VI. GENERAL ISSUES

1	Policies and Procedures	Best	Compliance			Comments:	
			YES	NO	Partial		
A	Agency directives are reviewed annually. Directives in need or update are re-written in a timely manner.	Need	X			Directives are reviewed much more frequently than annually	
B	Code of Conduct periodically reviewed and updated?	Need	X				
C	Directive covering routine, emergency and pursuit driving; practice complies with directive	Must	X				
D	Use of Force policy	Must	X				
E	Arrest, search and seizure procedures are covered by directive.	Need	X				
F	Directives covering domestic violence response, protective orders, and stand-by procedures in place. ORS 107.718, 133.310, 163.750 and others	Must	X				
G	Citizen complaints procedure in place and ALL complaints are documented?	Need	X				
H	Hearing Conservation Program in Place OAR 437-002-1910.333 and 1910.95	Must	X				Completed every July
I	Directive requiring officers to be fit for duty and authorizing mandatory independent medical or mental evaluations based on reasonable suspicion.	Need	X				
J	Directive covering response to special or unique events.	Need	X				City Policy
K	Enforcement guidelines provided to all personnel. (Appropriate use of discretion)	Should	X				
L	Directive covers holding and transporting people in custody	Need	X				
M	Directive covering criteria and activation of Amber Alert	Need	X				
N	There is an Electronic Media policy in place governing email and internet use to include confidentiality, viruses, harassment, copyright infringement, installing unauthorized software and non-work related use.	Need	X				
O	Policy on Towing vehicles with and without prior notice to the owner of the vehicle.	Need	X				
P	Agency provides for an appraisal of towed vehicles by a person authorized and trained to make appraisals. ORS	Must	X				
Q	There is a written directive prohibiting workplace harassment and discrimination.	Must	X				
R	Directives covering civil procedures are in place covering subpoenas, execution of writs, service of protective orders, and seizure of property. ORS 105.161, 136.585, 206.030 and 040, and others	Must				N/A Sheriff's Office serves all orders	
S	Department directives are distributed to all personnel impacted by the directives	Must	X				
T	Agency personnel are regularly trained on the contents, intent and application of the directives. How?	Should	X				

CIS Law Enforcement Best Practices Survey

Member: City of Corvallis		Date: 8-14-07		Conducted By: Dave Malkin			
2	Emergency Procedures	Best	Compliance			Comments:	
			YES	NO	Partial		
	A	County Emergency Operations Plan in place? OAR 104-010-0005	Must	X			
	B	Computer data systems back-up available and used.	Should	X			
C	Emergency Call-Back Plan in place?	Should	X				
3	Inter-agency relations	Best	Compliance			Comments:	
			YES	NO	Partial		
	A	Current mutual agency agreements meeting CIS preferences are in place.	Need	X			Linn/Benton County agreement in place
	B	Current inter-agency pursuit agreement consistent with CIS preference is in place.	Need		X		Discussed CIS model
C	Current agreements in place participation in inter-agency task forces or teams.	Should	X		Street Crimes Unit		
VI. GENERAL ISSUES continued...							
4	Inmate Labor	Best	Compliance			Comments: N/A	
			YES	NO	Partial		
	A	Court mandated workers? How often? Copy of corrections contract?	Need				
	B	DOC training for supervisors conducted?	Should				
	C	Inmate training on job specific duties & PPE received?	Need				
	D	Heavy machinery use restricted?	Need				
	E	What jobs are they doing?					
	F	Do physical requirements match physical ability?	Need				
G	Practice on use of juveniles for inmate labor?	Must					
5	Audit	Best	Compliance			Comments:	
			YES	NO	Partial		
	A	Process established and followed for review of critical incidents/accidents	Need	X			
	B	The agency requires use of force incidents are reported on a special form and reviewed by command.	Need	X			
	D	Agency requires a report after every vehicular pursuit and has an established process for review of each pursuit	Need	X			
	C	The agency conducts an annual analysis of all critical incidents to include: Use of force incidents, vehicle pursuits, citizen complaints and other major incidents.	Need	X			
F	The agency requires an after-action report on all hostage/barricaded subjects, or other major incidents	Need	X				

CIS Law Enforcement Best Practices Survey

Member: City of Corvallis	Date: 8-14-07	Conducted By: Dave Malkin
----------------------------------	----------------------	----------------------------------

VII. HEALTHY BENEFITS

1	Healthy Benefits	Best	Compliance			Comments:
			YES	NO	Partial	
A	Agency participates in Healthy Benefits program.	Should	X			
B	Participation percentage greater than 80%?	Should	X			
C	Work time allowed for Healthy Benefits enrollment and screenings.	Should	X			
D	Wellness Committee in place	Should	X			
E	Agency has a designated Wellness point person.	Should	X			
F	Agency officers additional workplace wellness activities.	Should	X			

VIII. OTHER

1	Other	Best	Compliance			Comments:
			YES	NO	Partial	
A	Have you attended a CIS training recently?* (why if "no")		X			"How to Get Sued" Excellent Training.
B	What was the training topic?					
	Feedback:					
C	Satisfaction with CIS Claims					
	Feedback:					