

Agency: \_\_\_\_\_ RME Date: \_\_\_\_\_ Last RME Date: \_\_\_\_\_

<b>Agency-Wide Risk Management Practices</b>		Yes	No	NA
1	Does the agency have a community complaint logging system? If yes, please describe. <i>(Records of corrective actions maintained in one location and retained for at least three years? If no logging system, try to understand how the complaint is forward to the appropriate department for investigation and/or action. How is the response activity tracked and controlled to ensure an appropriate response and are you satisfied that the history can be easily retrieved if necessary in claims)</i>			
2	Does the agency have a safety/risk management committee?	Yes	No	NA
	a. Is the committee made up of staff from all departments?	Yes	No	NA
	b. How often does the committee meet? <i>Quarterly (recommended)/ Bi-monthly/ Monthly? (circle) Other? Specify</i>			
	c. What does the committee do? <i>(Review the agency's loss history, analyze reports from outside agencies, and establish and review agency risk management programs)</i>			
	d. Are minutes of these meetings recorded? If yes, where are they kept?	Yes	No	NA
	e. How are action items logged and corrected?			
3	Has agency performed ADA Self-Evaluation of all facilities, programs, and services? By 1/26/93, each public entity shall evaluate its current services, policies & practices to determine their effect on accessibility and modify them as require. Must retain Self-Evaluation for 3 yrs. Evaluate degree of compliance with regard to programs and services, not just access and egress to facilities.	Yes	No	NA
	a. Are agency facilities brought into ADA compliance when remodeled/renovated? <i>(ADA, Title II, section 35.149-151)</i>	Yes	No	NA

	b. Does the agency have an ADA Transition Plan outlining the steps necessary to complete structural changes to facilities to achieve program accessibility? <i>Existing buildings must be retrofitted to eliminate barriers to program accessibility. Building changes are to be made no later than 1/26/95. Public entities with 50+ employees must have Transition Plan by 7/26/92. Transition Plan must: identify physical obstacles; description of how agency will make facilities accessible; outline schedule for each year's modifications effort; indicate the official with responsibility for implementation of the Transition Plan.</i>	Yes	No	NA
	c. Does the agency have a written ADA Grievance Policy? <i>Agencies with 50+ employees must designate a responsible person to coordinate efforts to comply w/ADA, carry out responsibilities &amp; est. Grievance Procedures that provide for prompt &amp; equitable resolutions of complaints alleging prohibited actions (ADA, Title II, section 35.107)</i>	Yes	No	NA
	d. Has the agency adopted procedures to ensure ADA issues are/have been addressed in new and on-going programs and services including Web site access?	Yes	No	NA
4	Does the agency have a traffic commission/committee? <i>(circle)</i>	Yes	No	NA
	a. If yes, who are its members?			
	b. What is the commission's/committee's function?			
	c. How often do they meet?			
	d. Are meeting minutes recorded? <i>(Review the most recent 12 mos. meeting minutes)</i>	Yes	No	NA
	e. Describe how the commission/committee communicates with agency staff.			
	f. Are investigative findings and corrective actions documented and tied back to the complaint?	Yes	No	NA
5	Are there any other advisory committees/commissions to the agency governing body?	Yes	No	NA
	<i>(If yes, describe in similar format to question #7)</i>			
6	Does the agency accept liability for environmental issues in real estate transactions <i>(acquisition/disposition)</i> ?	Yes	No	NA
	<i>Ask them to provide examples of development/redevelopment contracts for review. What transactions were completed in the past 12 to 24 months?</i>			
7	Does the agency have a records retention policy?	Yes	No	NA
	a. Does the policy address electronic data?	Yes	No	NA
	b. What is the date of the policy's most recent revision?			

8	Is electronic data backed-up? If yes, at what frequency, and by whom? <i>Best practice is daily back-up with offsite storage at weekly intervals.</i>	Yes	No	NA
9	Has your agency implemented any programs or training to address areas of past GL or W/C loss experience? If yes, describe.	Yes	No	NA
	Are you aware of the losses other member agencies have experienced regarding the establishment of adult businesses ( <i>cabarets/retail</i> )? \$1.5 million in past 2 yrs. <i>Relaxed vigilance toward updating ordinances that cover these sorts of businesses leave your agency exposed. Suggest the agency attorney review the ordinance to ensure it complies with recent Supreme Court decisions. Can also arrange for a presentation at closed session of the agency Council. Website resources: Ordinance checklist, draft ordinance, This exposure is now excluded from the MOC, See Exclusion O on page 17 of the 2007 MOC.</i>	Yes	No	NA
10	Does the agency have a facility that would accommodate a CJPIA training workshop?	Yes	No	NA
11	If yes, room name _____, capacity _____, set-up ( <i>Classroom/Conference/Theatre</i> ) Teleconference: Y / N, Audio/Visual Equipment ( <i>describe</i> ):			
12	Who should receive notice of upcoming California JPIA training opportunities? ( <i>Confirm e-mail addresses</i> )			

<b>Contracts Administration</b>				
1	Has the agency developed a system for tracking insurance documentation required under the contract? <i>Manual, Excel, Database, Other</i>	Yes	No	NA
	<i>See Contract Manual, Pages 25 and 26 for a Vendor Listing.</i>			
	a. Who is responsible for tracking evidence of insurance required under agency contracts?			
2	Are certificates of insurance and policy endorsements kept with current and expired contracts ( <i>same file</i> ) and kept in a centralized location in fire rated storage cabinets or electronic media?	Yes	No	NA
3	Does the agency's attorney or qualified person approve contracts and agreements before they are executed?	Yes	No	NA
	a. Who has authority to sign and/or modify contracts and agreements?			
4	What new contracts have been entered into in the past 12 months?			
5	Does the agency consistently include insurance specifications in all RFPs?	Yes	No	NA
6	Are there any instances where the agency has retained an independent contractor/ consultant that did not have the appropriate types or limits of coverage whereby the agency agreed to defend and indemnify the contract employee for claims arising from the performance of contract duties? ( <i>Discuss Protected Contracts, confirm who has control</i> )	Yes	No	NA

	<b>The balance of the Contracts Administration section is to be completed based on observations made during the evaluation of specific contracts provided for review.</b>			
7	Does the agency require hold-harmless and indemnification agreements from contractors?	Yes	No	NA
8	Are required insurance types and limits determined by contract value or risk exposures?	Yes	No	NA
9	Are contractors also required to provide certificates of insurance AND policy endorsements?	Yes	No	NA
	a. Is agency listed as additional insured on policy endorsement forms, and is enforcement of these requirements consistent?	Yes	No	NA

<b>Occupational Safety and Health Programs</b>				
1	Who is responsible for the development, implementation, and documentation of applicable occupational safety and health programs?			
2	Where are the agency's occupational safety and health programs documented or published, and do each of the following governing documents exist? ( <i>review each of the following documents that exists</i> )			
	Do any of the following programs / written guidance documents exist:			
	a. Injury and Illness Prevention Program	Yes	No	
	b. Safety Manual ( <i>Rules and Regulations</i> )	Yes	No	
	c. Memorandum of Understanding	Yes	No	
	d. Other -- <i>Specify</i>	Yes	No	
3	Are the following written programs and procedures in place?			
	a. Hazard Communication Program	Yes	No	NA
	b. Emergency Evacuation Plan	Yes	No	NA
	c. Hearing Conservation Program	Yes	No	NA
	d. Respiratory Protection Program ( <i>Req'd for Pesticide appl. under Title 3 CCR Section 6739</i> )	Yes	No	NA
	e. Bloodborne Pathogens Exposure Control Plan	Yes	No	NA
	f. Lockout/Tagout Program	Yes	No	NA
	g. Confined Space Entry Control Program	Yes	No	NA
	h. Repetitive Motion Injury Control Program	Yes	No	NA
	i. Trench Excavation Program	Yes	No	NA
	j. Hazardous Waste Control Procedures	Yes	No	NA
	k. Fire Prevention Plan with annual refresher training on the proper use of portable fire extinguishers?	Yes	No	NA
4	Describe the methods used to communicate with staff on safety policies, and programs, or other means ensure focus on safe work practices and work places ( <i>including orienting all staff on the provisions of the IIPP</i> ).			

<b>Departments</b>				
<b>Human Resources / Personnel</b>				
1	Who is responsible for development and management of personnel programs?			
2	Has the agency established a personnel manual/employee manual? <i>(Circle one)</i>	Yes	No	NA
	a. Last date of revision			
	b. Initial Training on these policies?	Yes	No	NA
	c. Refresher training on these policies?	Yes	No	NA
3	Does the agency use volunteers?	Yes	No	NA
	a. Which departments use volunteers, and in what capacities?			
	b. Has the agency adopted a volunteer handbook/manual?	Yes	No	NA
4	Are the following written policies and procedures in place?			
	a. Substance Abuse Policy – Date of last revision_____	Yes	No	NA
	1. Provide initial and refresher training to all employees	Yes	No	NA
	b. Discrimination and Harassment Policy – Date of last revision_____	Yes	No	NA
	1. Provide initial and refresher training to all employees	Yes	No	NA
	c. Workplace Violence Prevention Policy – Date of last revision_____	Yes	No	NA
	d. Vehicle Usage Policy? (Use of personal autos for agency business)	Yes	No	NA
	1. Proof of personal auto liability insurance required?	Yes	No	NA
	2. Is use of cell phones addressed?	Yes	No	NA
	3. Are procedures outlined for accident investigation and preventability determination?	Yes	No	NA
	4. Is an “acceptable driving record” defined, along with a policy to address situations where an employee’s (whose essential duties include driving) driving record becomes unacceptable?	Yes	No	NA

5	Do you document that the "Pre-designated Personal Physician" form has been offered to employees at time of hire? ( <i>Labor Code 3551</i> )	Yes	No	NA
6	Are new employees made aware of procedures of how to obtain appropriate medical care for a job injury? ( <i>Labor Code 3551</i> )	Yes	No	NA
7	Does the agency prepare and maintain the Log and Summary of Occupational Injuries and Illnesses ( <i>OSHA Form 300</i> )?	Yes	No	NA
	a. Are records ( <i>logs</i> ) for five years following the end of the year to which they relate available?	Yes	No	NA
	b. Is the summary portion of OSHA Form 300A, covering the previous calendar year, posted each year from February 1 to April 30 in conspicuous places, where other employee notices are customarily posted?	Yes	No	NA
8	Are employee notices posted in a conspicuous location at each agency facility? ( <i>and, which facilities can we expect to see separate postings at?</i> )	Yes	No	NA
9	Do written job descriptions include job function analysis elements?	Yes	No	NA
	a. Does agency have the Job Analysis CD?	Yes	No	NA
	b. Are physical demand requirements provided during pre-placement physical and fitness-for-duty examinations?	Yes	No	NA
	c. Do prospective employee pre-placement physical examinations include screening for the presence of controlled or illegal substances?	Yes	No	NA
10	Does the agency conduct annual employee performance evaluations, even when the employee has reached the top step of the salary range?	Yes	No	NA

11	Does the agency include safety compliance as part of the performance evaluations? <i>(Are quantifiable performance measures utilized? If yes, describe)</i>	Yes	No	NA
	a. Are anti-discrimination and harassment policies reviewed with each employee as part of annual performance evaluations?	Yes	No	NA
	b. Is the Workplace Violence policy reviewed with each employee as part of annual performance evaluations?	Yes	No	NA
12	Are there written or verbal procedures and training for money management and control? <i>(Discuss the value of the JPIA Crime Program if they are not currently participating)</i>	Yes	No	NA
13	If the agency does not participate in the CJPIA Crime Program, what other bonds are in place <i>(limits and who's covered)</i> .	Yes	No	NA
	a. Has anyone compared the cost and coverage between the agency's existing bond program and the CJPIA Crime Program?	Yes	No	NA
14	Describe the procedures for investigating an alleged employee theft? <i>(criminal vs. civil outcomes – It is important that members not engage in activity that would preclude a carrier from pursuing prosecution, i.e., making arrangements with the employee to re-pay amounts taken without authorization.)</i>	Yes	No	NA
15	Does the agency require that prospective employees and volunteers provide a current Motor Vehicle Report when driving is an essential job function?	Yes	No	NA
16	Does the agency enroll those who are required to operate vehicles as an essential job function, in the Department of Motor Vehicle's Pull Notice Program?	Yes	No	NA
	a. Has the agency obtained written authorization for Pull Program from employees who are not required to be enrolled (required: Class A, B, & Class C w/ Haz. Mat. Endorsement. & Select others)			
17	Which departments have Class A or B licensed staff? <i>(Recreation?)</i>	Yes	No	NA

	a. Are employees who operate agency owned, Class A & B vehicles initially screened, trained, and evaluated?	Yes	No	NA
	b. Does the agency randomly monitor employees with Class A and/or B Licenses who operate vehicles for improper consumption of alcoholic beverages and for use of controlled substances?	Yes	No	NA
	c. Have affected supervisors and employees received the required training with regard to alcohol/controlled substances?	Yes	No	NA
18	Does the agency have a formal procedure that is followed when an employee is involved in an automobile accident? If yes, describe the procedure.  <i>(Policy should mandate that supervisors be notified immediately, and police notification on all auto accidents involving agency employees driving on agency's behalf)</i>	Yes	No	NA
	a. Is the agency utilizing the CJPIA Auto Accident Kits?	Yes	No	NA
19	Does the agency have an employee assistance program (EAP)?	Yes	No	NA
20	Who is responsible for the management of the workers' compensation program? <i>(Commentary on the Resolution to extend w/c benefits to volunteers)</i>			
21	Are the DWC-1 Forms ("Employee's report of injury") being provided to the employee within one working day of the injury? (Labor Code 5401) <i>Be sure to share statistics from the lag time report.</i>	Yes	No	NA
	a. Is reporting centralized vs. decentralized, e.g. are injured workers to notify their supervisor, the supervisor notified the W/C Coordinator who notified SCRMA, or are supervisors notifying SCRMA?	Yes	No	NA
	b. Are all injuries reported or only those where treatment goes beyond first aid reported? <i>First Aid is defined in Title 8 Section 14300.7 General Recording Criteria.</i>	Yes	No	NA

	c. Is the Employer's Report of Injury (5020) submitted to SCRMA electronically, and consistently within 5 days?	Yes	No	NA
22	Is the Certificate of Consent to Self-Insure for Workers' Compensation also posted in a conspicuous place?	Yes	No	NA
23	Does the agency have a system for notifying Cal/OSHA in the event of a serious injury to an employee? <i>Evaluate the system. How is a reportable injury that occurs after 5:00 on Friday reported within 8 hrs. ?</i>	Yes	No	NA
24	Has the agency established or documented a Transitional Return to Work Policy?	Yes	No	NA
25	Who keeps in contact with employees when they are off work due to a work related injury, and how is this accomplished? <i>(i.e., subsequent doctor visits and monitoring of changes in duty restrictions and overall wellness)</i>			
26	Does the agency report workers' compensation claims to SCRMA electronically?	Yes	No	NA

<b>Public Works/ Public Services</b>				
1	Which of the following services are performed by agency staff?			
	a. Water treatment	Yes	No	NA
	b. Water distribution	Yes	No	NA
	c. Wastewater collection/distribution	Yes	No	NA
	d. Wastewater treatment	Yes	No	NA
	e. Sewer Maintenance Who Owns the Sewer Lines/Lift Stations	Yes	No	NA
	f. Storm drain maintenance	Yes	No	NA
	g. Pavement, curb, gutter, lighting, and sign maintenance (observation: lane markings painted over in black as a means of removal? Caltrans standards prohibit practice)	Yes	No	NA
	h. Facilities management and maintenance	Yes	No	NA
	i. Fleet maintenance	Yes	No	NA
	j. Major Repairs	Yes	No	NA
	k. Other – Specify	Yes	No	NA
	l. Assuming agency owns sewer lines, who responds to a sewer back-up? agency or Contractor?			
	m. If a contractor responds to sewer back up incidents is there a written service agreement with them?	Yes	No	NA
	n. If agency employees respond confirm what sort of training they have received, and confirm they possess appropriate certifications or make recommendations where appropriate.	Yes	No	NA
2	Are forklift operators properly trained? Describe the process and the qualifications of the trainer. Plug the JPIA training workshop if not currently being utilized.	Yes	No	NA
3	Are safety training meetings held at sufficient frequency?	Yes	No	NA
	a. Monthly (suggested for office staff, quarterly is minimum required)	Yes	No	NA
	b. Bi-weekly (suggested for field staff, at a minimum)	Yes	No	NA
	c. Weekly	Yes	No	NA
	d. Other - specify	Yes	No	NA
4	Is safety training documentation maintained? (Review the most recent 6 mos. safety meeting minutes)	Yes	No	NA

5	Do the topics for these meetings cover hazards specific to the duties performed by the employees? ( <i>Observation</i> ) HAZCOM-MSDS-Eyewash/Shower Safety- Written Policy in Place?	Yes	No	NA
6	Are random drug tests performed on employees who operate Class A and/or B vehicles, or those involved with trenching and pipeline work? ( <i>DOT requires this testing</i> )	Yes	No	NA
	a. Have supervisors received initial training?	Yes	No	NA
	b. How often is refresher training provided?			
	<b>The balance of this section is to be completed based on physical observations of the public works facilities including the yard</b>			
7	Does the agency have a hazardous waste accumulation point?	Yes	No	NA
	a. If yes, is it secure (locking fence/door)	Yes	No	NA
	b. Is there proper warning signage	Yes	No	NA
	c. Is secondary containment and a roof provided	Yes	No	NA
	d. Does the agency retain a contractor to transport/dispose of	Yes	No	NA
	e. How long are liquid hazardous materials stored before they are picked up? (90-day max)			
	f. Review hazardous waste manifests and ensure they are being properly completed. Retain for 30 yrs.			
8	How is housekeeping in the public works/public services work structures? ( <i>Observation</i> )			
	<i>If deficiencies are observed during the evaluation, report them to the public works/public services managers/supervisors/employees.</i>			
9	Does the agency have lands within its jurisdiction that meet the requirement in the Public Resources Code 4291 and/or Government Code 51175 (defensible space)? Review procedures that ensure compliance.	Yes	No	NA

10	Are there open spaces that abut residential areas? Is there consistency in the management of vegetation in the affected areas? Are compliance records maintained? The local fire official can assist in answering these questions or outline the policies and procedures that are in place.	Yes	No	NA

<b>Fleet Operations and Management</b>				
1	Does the agency operate a fleet? ( <i>Observation from reviewing property/vehicle schedule</i> )	Yes	No	NA
2	To whom are agency vehicles assigned?			
	a. Management- ( <i>Est. number &amp; Type</i> )	Yes	No	NA
	b. Public Works/Services - ( <i>Est. number &amp; Type</i> )	Yes	No	NA
	c. Police - ( <i>Est. number &amp; Type</i> )	Yes	No	NA
	d. Fire - ( <i>Est. number &amp; Type</i> )	Yes	No	NA
	e. Parks & Recreation - ( <i>Est. number &amp; Type</i> )	Yes	No	NA
	f. Other -- specify			
3	Is vehicle maintenance performed by agency staff?	Yes	No	NA
	a. Is vehicle maintenance that requires specialized skills performed by outside contractors?	Yes	No	NA
	b. Describe records retention program for maintenance & inspection records.			
4	Does agency have a formal, documented vehicle inspection program? ( <i>Verify that inspection checklists include back-up warning indicators for Class A &amp; B vehicles and forklifts</i> )	Yes	No	NA
	a. Weekly inspections ( <i>type</i> )	Yes	No	NA
	b. Daily inspections ( <i>type</i> )	Yes	No	NA
	c. Before use inspections ( <i>type</i> )	Yes	No	NA
	d. Other inspections – Specify ( <i>CJPIA recommends monthly inspections at a minimum</i> )			
	e. What is the retention period for vehicle inspection records			
5	Has fleet operations established key control procedures? ( <i>Describe, if any</i> )	Yes	No	NA
6	Does the agency own any 15-passenger vans? ( <i>If yes, discuss the NHTSA study findings, confirm Class B operators, Suggest removal of seats to &lt; 10</i> )	Yes	No	NA

7	Do buses ( $\geq$ 10 passenger including driver) have 2-way radios or other means of 2-way communication? (VC 24018)? <i>(Required when the bus provides transportation services to the public for a fee. )</i>	Yes	No	NA
8	Are the agency's bus driver's agency employees?	Yes	No	NA
	a. Contract drivers?	Yes	No	NA
	b. Name of contractor? <i>(Review contract &amp; insurance evidence, where applicable)</i>			
	c. Who is the legal and registered owner of the vehicles/buses operated by others? <i>When a member contracts with an outside vehicle operator we suggest leasing the vehicles to them and requiring them to register them in their name. Member is Lessors on title.</i>			
9	Does the agency ever transport hazardous chemicals/waste? (If yes, describe) <i>Types/Quantity/ Frequency?</i>	Yes	No	NA
	a. If yes, do all drivers have HAZMAT endorsement on their Class A&B licenses?	Yes	No	NA
	b. Are vehicles registered as hazardous materials transporters, with CHP (DOT)?	Yes	No	NA

<b>Sidewalk and Street Management</b>				
1	Has the agency adopted an ordinance to regulate vegetation and other objects that could present a visual hazard to traffic safety?	Yes	No	NA
	a. If yes, how is it enforced?			
2	Has the agency established documented standards for tree inspections, trimming, and replacements? <i>(If yes, review a copy of standards/policy)</i>	Yes	No	NA
	a. If yes, is the established procedure/policy being followed?	Yes	No	NA
	b. Was the policy endorsed by a certified arborist?	Yes	No	NA
3	Has the agency established documented standards for sidewalk maintenance, repair, and replacements? <i>(If yes, review a copy of standards/policy)</i>	Yes	No	NA
	a. What measure of deviation is used to indicate repairs are needed?			
	b. Is the basis for standards adopted sound/defensible? <i>considers setting (lighting, weather, adjacent risks, and other factors that affect visibility) physical characteristics (jagged edge, broken pieces, exposed rebar). "Courts have held in certain circumstances that variance between 3/4" and 1 1/2", (absent some unusual condition), is found to be 'minor, trivial, or insignificant conditions.'</i>			
4	Are there formal ( <i>Documented</i> ) inspection programs for the following: <i>Indicate frequency of each formal (written/checklist) inspection program that is in place.</i>			
	a. Roadways	Yes	No	NA
	b. Roadway Markings? <i>Verify that sandblasting of roadway markings is prohibited per agency policy/procedure unless paint is sampled beforehand and determined to not be LBP (LBP Exposure)</i>	Yes	No	NA
	c. Sidewalks?	Yes	No	NA
	d. Traffic Control Signs? <i>Including an inspection of the base of the pole for deterioration.</i>	Yes	No	NA
	e. Traffic Control Lights? <i>Including an inspection of the base of the pole for deterioration.</i>	Yes	No	NA
	f. Streetlights? <i>Including an inspection of the base of the pole for deterioration.</i>	Yes	No	NA
	g. Trees	Yes	No	NA
	h. Bus Shelters/Benches	Yes	No	NA
	i. Bike Lanes <i>(properly signed and stenciled)</i>	Yes	No	NA
	j. Is there a program in place to address traffic signals during power outages <i>(battery back-up/barricades)</i> ? Describe the program	Yes	No	NA

5	Does the agency have bicycle safe grates covering all storm drains in roadways and bike lanes ( <i>with perpendicular cross members</i> )? <i>Response is to be based on physical inspection/observations made during the field evaluation. Make sure the grates are under sized and that they have been installed in such a way that there are not grooves around any of the perimeter sides that would allow a bicycle tire to get caught in.</i>	Yes	No	NA
6	Are streets, roadways, roadway markings, and right-of-way areas maintained in satisfactory condition? ( <i>Observation</i> )	Yes	No	NA
	Pay particular attention to whether or not there has been a practice of painting over roadway markings with black paint as a means of removal. This practice is prohibited under current Cal Trans standards.	Yes	No	NA
7	Are traffic control signs, traffic control lights, and streetlights, maintained ( <i>Including an inspection of the base of the pole for deterioration</i> ) in satisfactory condition? ( <i>Observation</i> )	Yes	No	NA
8	Are equestrian fences made of cylindrical poles found along roadways?	Yes	No	NA

<b>Facilities Management and Maintenance</b>				
1	Does the agency have a formal, documented facility inspection program? <i>Title 8 requires a formal, frequent, regular inspection (suggest, this translates to monthly).</i>	Yes	No	NA
	a. Are corrected deficiencies and corrective actions documented when completed?	Yes	No	NA
	b. Who performs inspections and at what intervals?	Yes	No	NA
2	Does the agency own/occupy any buildings built before 1978?	Yes	No	NA
	a. If yes, have they been surveyed for Asbestos and LBP?	Yes	No	NA
	b. If ACM/LBP was confirmed, is there a written Operations & Maintenance Program?	Yes	No	NA
	c. If ACM/LBP was confirmed, are employees given proper awareness training?	Yes	No	NA
	<i>Advise members that our ACM/LBP awareness workshop is blended with Hazard Communication.</i>	Yes	No	NA
3	Does the agency perform routine facility maintenance?	Yes	No	NA
4	a. Do any agency facilities have AEDs? If yes, where are the located?	Yes	No	NA
	b. Is there an administrative policy and has staff been properly trained/certified?	Yes	No	NA
	c. Are monthly readiness checks documented (based on observation) and quarterly demonstration of skills/proficiency?	Yes	No	NA
	<b>The following questions should be answered based on observations made during the evaluation.</b>	Yes	No	NA
5	Are portable fire extinguishers recharged annually?	Yes	No	NA
	a. Are portable fire extinguishers inspected monthly?	Yes	No	NA
6	In what condition are facilities kept? (Floors, ceilings, walls, lighting, etc.) <i>(Observation)</i>			
	<i>Acceptable vs. Unacceptable</i>			

7	How is housekeeping in agency facilities? ( <i>Observation</i> )			
	<i>Acceptable vs. Unacceptable</i>			
	<p><i>Note: Pressure Vessels with capacity less than or equal to 25 cubic feet and less than or equal to 150 psi then they do not require certification. Remember to suggest Boiler and Machine Coverage if not in the program already.</i></p>			

<b>Water and Wastewater Operations</b>				
1	Does the agency provide water treatment services?	Yes	No	NA
2	Does the agency provide wastewater treatment services?	Yes	No	NA
3	Is a back-up generator on site?	Yes	No	NA
	a. Is it tested on a regular basis?	Yes	No	NA
4	Does a computerized alarm system <i>monitor</i> or <i>control</i> chlorine distribution ( <i>circle one</i> )?	Yes	No	NA
	a. What type of chlorine is used?			
	b. Are chlorination rooms equipped with a ventilation system? If yes, describe how it is activated	Yes	No	NA
5	Do you have a written confined space program? ( <i>If yes, review a copy</i> )	Yes	No	NA
6	Are safety training meetings held at sufficient frequency?	Yes	No	NA
	a. Monthly (type/content)	Yes	No	NA
	b. B-weekly (type/content)	Yes	No	NA
	c. Weekly (type/content)	Yes	No	NA
	d. Other – specify	Yes	No	NA
7	Does the department have a formal, documented vehicle inspection program? ( <i>Verify that inspection checklists include back-up warning indicators for Class A &amp; B vehicles and forklifts</i> )	Yes	No	NA
	a. Weekly inspections (type)	Yes	No	NA
	b. Daily inspections (type)	Yes	No	NA
	c. Before use inspections (type)	Yes	No	NA
	d. Other inspections – specify			

The following questions are to be answered based on observations made				
8	Is safety training documentation maintained?	Yes	No	NA
9	How is housekeeping in the water treatment plant? ( <i>Observation</i> )			
	<i>Acceptable vs. Unacceptable</i>			
11	Are safety showers at each chlorination facility, where they can be accessed within 10 seconds? ( <i>is there a clear path of travel from chlorination point to the safety shower?</i> )	Yes	No	NA
	a. How often are safety showers inspected and tested?			

<b>Parks and Playground Maintenance</b>				
1	How many agency parks have playground equipment?			
	<p>What is the age of the playground equipment at each park (confirm dates of installation)?  <i>Health &amp; Safety Code Section 115725-115750 adopted CPSC/ASTM standards unless the State adopted more stringent standards. Equipment installed between 1/1/1994 and 12/31/1999 does not have to be upgraded for 15 years from the date of installation and the requirement for public agencies to replace/upgrade equipment installed before 1/1/1994, is subject to state funds made available specifically for that purpose. Before 10/1/2000 all public agencies were to have their playground equipment audited/inspected by a CPSI. Equipment installed after adoption of the regulation (1992) must comply with CPSC/ASTM standards.</i></p>			
	<i>(Review copies of all playground equipment inspection and maintenance program documentation before performing physical inspection.)</i>			
2	Has all playground equipment been audited by a Certified Playground Safety Inspector? <i>Review the agency's written inspection and maintenance program; it should begin with the audit report. (Checklists available on the web site)</i>	Yes	No	NA
3	Does the agency have employees that are Certified Playground Safety Inspectors? If yes, how many?	Yes	No	NA
4	Are <u>documented</u> playground inspections performed pursuant to a written policy?	Yes	No	NA
	b. Daily (type / who performs & are they documented)	Yes	No	NA
	c. Weekly (type / who performs & are they documented)	Yes	No	NA
	d. Monthly (type / who performs & are they documented)	Yes	No	NA
	e. Quarterly (type / who performs & are they documented)	Yes	No	NA
	f. Yearly (type / who performs & are they documented)	Yes	No	NA
	g. Other -- specify	Yes	No	NA
5	Who performs playground inspections?			
	a. Agency staff	Yes	No	NA
	b. Contractors	Yes	No	NA

6	Is park maintenance performed by agency staff?	Yes	No	NA
	a. Are parks formally inspected?	Yes	No	NA
	b. If yes, by whom?	Yes	No	NA
	c. Do inspections include all exposures, exterior lighting, benches, facilities, walk surfaces, athletic fields, sport courts, horse shoe pits, bleachers, etc?	Yes	No	NA
7	Is playground maintenance performed by agency staff?	Yes	No	NA
	a. Are corrective actions kept on file? If yes, for how long are records retained?	Yes	No	NA
8	Visit three parks. Select parks with the oldest playground equipment and/or the heaviest use parks.			
	a. Park 1			
	b. Park 2			
	c. Park 3			
9	Does the department have a formal, documented vehicle inspection program? (Verify that inspection checklists include back-up warning indicators for Class A&B vehicles)	Yes	No	NA
	a. Weekly inspections (type)	Yes	No	NA
	b. Daily inspections (type)	Yes	No	NA
	c. Before use inspections (type)	Yes	No	NA
	d. Other inspections – specify	Yes	No	NA
10	Does the agency have a skateboard park? (See Skateboard Park Check List)	Yes	No	NA
	a. If yes, has the agency adopted an ordinance requiring the use of protective equipment?	Yes	No	NA
	b. If yes, review the ordinance (ordinance required under AB1296).	Yes	No	NA
	c. Appropriate signage is present denoting protective equipment required and that violators are subject to citation.	Yes	No	NA
	d. Is the ordinance enforces, and if yes, by whom?	Yes	No	NA
	e. How many citations are issued on average?			
11	Does the agency have a swimming pool? (See Swimming Pool Check List)	Yes	No	NA

12	Does the agency have horseshoe pits? <i>(See Horseshoe Pit Check List)</i>	Yes	No	NA
13	Does the agency have snack shops? <i>(See Snack Shop Check List)</i>	Yes	No	NA
14	Does the agency own/maintain any sports fields? <i>(See Field Check List)</i>	Yes	No	NA
15	Does the agency own/maintain any dog parks?	Yes	No	NA
16	Does the agency have any bleachers? <i>CPSC Guidelines for Retrofitting Bleachers recommend 42" guardrails when top row is above 30" (watch for guardrails that have horizontal cross members as they facilitate climbing). Guardrails should not permit 4" sphere to pass through openings. Openings at feet should not permit 4 " sphere to pass through, above 30" height. CPSC recommends that staff thoroughly inspect bleachers quarterly and that a professional engineer/architect certify the bleachers every two years (fit for intended use).</i>	Yes	No	NA
	<b>The following questions are to be answered based on observations made during the evaluation</b>			
17	What is the condition of the playground equipment? <i>Acceptable vs. Unacceptable (circle one)</i>			
	a. If condition is deemed unacceptable, and a written policy governing maintenance and inspection exists, is the policy not being followed or is the frequency of maintenance and inspection in the policy inadequate?			
18	What is the condition of the playground surfacing material? <i>Acceptable vs. Unacceptable (circle one). 68% of playground injuries are from inadequate surface attenuation.</i>			
	a. If condition is deemed unacceptable, and a written policy governing maintenance and inspection exists, is the policy not being followed or is the frequency of maintenance and inspection in the policy inadequate?			

<b>Recreation and Community Services</b>				
1	Does the agency offer its residents organized sports?	Yes	No	NA
	a. If yes, does the agency use contractors to offer these sports?	Yes	No	NA
2	Are appropriate waivers and registration forms completed and signed by participants or participants' parent or guardian before activity begins?	Yes	No	NA
	a. How long are completed forms kept on file?	Yes	No	NA
	b. Where are the files kept?	Yes	No	NA
	c. Who is responsible for the up-keep of these files?	Yes	No	NA
	d. Are Participants allowed to register online? If yes, are live signatures obtained on waiver forms (hold harmless agreements)?	Yes	No	NA
	e. Are there any activities/events that participants do not have to sign a waiver (hold harmless agreement) for?	Yes	No	NA
3	Does the agency have written procedures and agreements for individuals or groups who use the agency's recreational facilities?	Yes	No	NA
	a. Do the agreements include indemnification AND hold-harmless clauses?	Yes	No	NA
	b. Do the standard agreement forms require users to purchase or provide proof of appropriate types of insurance?	Yes	No	NA
	c. Who monitors compliance with insurance and other rental requirements?			
4	What procedure is used to notify the appropriate departments of repair/maintenance needed ( <i>facility and/or playground equipment</i> )?			
	a. What kind of follow-up is done?			
5	Does the agency plan excursions?	Yes	No	NA
	a. Does the agency send staff along? What is the ratio of staff to participant? (school regulations)	Yes	No	NA
	b. Does the staff or driver have a cell phone?	Yes	No	NA

	c. Does the agency have a contract with the transportation company? What company?	Yes	No	NA
	d. Does the agency drive its own buses with agency employees? (Are drivers Class B – Y/N)	Yes	No	NA
	e. Does the agency own the buses and contract the drivers?	Yes	No	NA
6	Does the agency provide day/child/after school care? <i>If yes, is the facility licensed, as required under the CA Health and Safety Code Section 1596.80.</i>	Yes	No	NA
	a. Are volunteers and employees that have contact with minors fingerprinted? <i>CHSC Section 1596.871 (exception for volunteers providing they volunteer less than 16 hrs week and are supervised by staff that has had the criminal background check. Section 1596.871 (b)(1)(D)(i)</i>	Yes	No	NA
	b. At what age is staff or volunteers permitted to supervise/work around youth unsupervised, and is a formal policy in place with proper training on its provisions? <i>Agencies need to understand that criminal offenses committed while one is a minor will not be identified on a criminal background check.</i>			
	c. Is the agency in compliance with training requirements? <i>CPR, Pediatric First Aid, Preventative Health Practices (w/food prep) and control of infectious disease control, disaster plan, and Emergency Preparedness Checklist, CHSC Section 1596.866-867.</i>			
7	Has the agency received any requests from recreation program participants to administer any medications?	Yes	No	NA
	a. If yes, what was the agency's response?	Yes	No	NA
	b. Does the agency appear to be aware of the ADA requirements in this regard?	Yes	No	NA
8	Does the agency have employees trained/certified in the following: <i>(Lifeguards, Daycare Providers, Tree Trimmers, Confined Space Attendants)</i>			
	a. Automated External Defibrillation <i>(and, is written policy in place?)</i>	Yes	No	NA
	b. CPR	Yes	No	NA
	c. First Aid	Yes	No	NA
9	Does the department have a formal, documented vehicle inspection program? <i>(Verify that inspection checklists include back-up warning indicators for Class A&amp;B vehicles)</i>	Yes	No	NA
	a. Weekly inspections (type)	Yes	No	NA
	b. Daily inspections (type)	Yes	No	NA
	c. Before use inspections (type)	Yes	No	NA
	d. Other inspections – specify			

10	Does the agency use any contract instructors for recreation classes?	Yes	No	NA
	a. If yes, is general liability insurance required?	Yes	No	NA
	b. Are there any contract instructors that are not required to provide GL insurance?	Yes	No	NA
	c. If yes, is there still a written agreement that contains an indemnification clause?	Yes	No	NA
	d. If yes, what sort of classroom instruction is provided by contract instructors where the instructor is not required to provide insurance?			
	e. Are background checks including fingerprinting performed on all instructors, in addition to checking the list of registered sexual offenders?	Yes	No	NA

<b>Animal Control</b>				
1	Does the agency employ animal control officers? If no, whom do they contract with?	Yes	No	NA
	a. If yes, what department do the animal control officers work in?			
	b. How often are they trained?			
	c. What type of training is given? (PC 832)	Yes	No	NA
	d. Is refresher training provided? If yes, at what intervals?	Yes	No	NA
	e. Is the training documented?	Yes	No	NA
2	Are there safety meetings?	Yes	No	NA
	If yes, how often? ( <i>bi-weekly, at a minimum, is appropriate</i> )			
3	Does the agency use volunteers to perform these duties; if yes, how are they trained?	Yes	No	NA

<b>Code Enforcement</b>				
1	Does the agency employ code enforcement officers? If no, whom do they contract with?	Yes	No	NA
	a. If yes, what department do the code enforcement officers work in?			
	b. What type of training is given?			
	c. Is refresher training provided? If yes, at what intervals?	Yes	No	NA
	d. Is the training documented?	Yes	No	NA
2	Are there safety meetings?	Yes	No	NA
	a. If yes, how often?			

<b>Crossing Guards</b>				
1	Does the agency employ any crossing guards?	Yes	No	NA
	a. If yes, what type of training is provided?			
	b. At what intervals is refresher training provided?			
2	What sort of traffic control devices do they use?			
	a. Reflective stop paddle, clothing, vest, or temporary cone			
3	Does agency use volunteers to perform this duty?	Yes	No	NA

<b>Police Services</b>				
1	Does the agency contract with the county sheriff? If yes, do they also have a Public Safety Department with non-sworn public safety officers?	Yes	No	NA
2	Does the agency have documented policies regarding: <i>(policy manual or general orders)</i>			
	a. Use of force / Restraint/EMDs (Taser)	Yes	No	NA
	b. Restraint	Yes	No	NA
	c. Vehicular high speed pursuit <i>(review policy- policy should include:)</i> 1. Designation of who is "in charge" of the pursuit 2. Number of vehicles that may be involved 3. Constant supervisory oversight 4. Termination of Pursuit	Yes	No	NA
	d. Domestic violence	Yes	No	NA
	e. Probable cause to detain	Yes	No	NA
	f. Sexual Harassment / Anti-Discrimination	Yes	No	NA
	g. Other – specify	Yes	No	NA
	h. How often if refresher training offered on the above programs?			
	i. What resource is used for updating policies?			
3	Are documented policies reviewed?	Yes	No	NA
	a. When and how often?			
4	Is the police department in compliance with established Peace Officer Standards and Training (POST) requirements? <i>(24 hrs every 2 yrs) (Even officers on modified duties?)</i>	Yes	No	NA
5	What kind of training/training documentation exists?			
6	Are sworn personnel required to attend range training and qualify their service weapon quarterly/bi-monthly/monthly?	Yes	No	NA
7	Are audio recorders used?	Yes	No	NA
	a. Under what circumstances?			
	b. Is there a written policy (tape retention)?	Yes	No	NA
8	Are video cameras used in the police vehicles?	Yes	No	NA
	a. If yes, are they activated by both voice and emergency lights?			

9	Do you have debriefings after a serious incident ( <i>shooting, injury, pursuit, motorcycle, tactical operation, employee involved traffic accident, etc...</i> )?	Yes	No	NA
	a. Is legal counsel involved in investigations?			
	b. Describe a typical process			
10	Do you have formal investigation after a serious incident ( <i>shooting, injury, pursuit, motorcycle, tactical operation, employee involved traffic accident, etc...</i> )?	Yes	No	NA
	a. Is legal counsel involved in investigations?	Yes	No	NA
	b. Describe a typical process			
11	What kind of less-lethal weapons are used?			
	a. OC Spray (Oleoresin Capsicum)Pepperball	Yes	No	NA
	b. Batons / Monadnocks (PR-2A)	Yes	No	NA
	c. Tasers / Electro-muscular disruption devices (EMD's)	Yes	No	NA
	d. Bean Bags (shotgun)	Yes	No	NA
	e. Other – specify	Yes	No	NA
12	Is there a policy specifying a particular primary service weapon?	Yes	No	NA
	a. What is the call out for the primary service weapon?			
13	What additional kind of lethal weapons are used?			
	a. Shotguns	Yes	No	NA
	b. Semi-automatic Rifle	Yes	No	NA
	c. Hand-to-Hand	Yes	No	NA
	d. Other-specify	Yes	No	NA
14	Does the agency utilize spike strips?	Yes	No	NA
	a. Has training been provided?	Yes	No	NA
	b. Is there a written policy governing their use?	Yes	No	NA
15	Are periodic fit for duty evaluations performed? ( <i>If yes, at what interval?</i> )	Yes	No	NA
16	Does the agency use canines?	Yes	No	NA
	a. If yes, how many?			
	b. Is there a written policy for tactics?	Yes	No	NA

17	Is there a maintenance schedule for each vehicle and are detailed records readily available ( <i>Vehicle Maintenance Log</i> )?	Yes	No	NA
	a. Are before use vehicle inspections documented?	Yes	No	NA
18	Does the agency use motorcycles?	Yes	No	NA
	a. If yes, how many?			
	b. Is there a written policy for tactics?	Yes	No	NA
19	Does the personnel discipline program include driving problems?	Yes	No	NA
	a. If yes, describe.			
20	Are driving simulators used?	Yes	No	NA
	a. Describe any other forms of driver training?			
	b. How often is driver training required?			
21	Are vehicles equipped with medical kits to control the transmission of Bloodborne pathogens?	Yes	No	NA
	a. Is there a written policy to govern use?	Yes	No	NA
22	Are vehicles equipped with AED?	Yes	No	NA
	a. Is there a written policy to govern use ( <i>which includes provision for documented monthly readiness checks, and quarterly proficiency demonstrations</i> )?	Yes	No	NA
23	Does the agency deploy radar for traffic enforcement?	Yes	No	NA
	a. Hand held	Yes	No	NA
	b. Mounted in car	Yes	No	NA
	c. Are those authorized to use radar for traffic enforcement certified	Yes	No	NA
	d. How often is equipment calibrated?			
24	Does agency have a formal, documented vehicle inspection program? ( <i>minimum monthly suggested</i> )	Yes	No	NA
	a. Weekly inspections (type)	Yes	No	NA
	b. Daily inspections (type)	Yes	No	NA
	c. Before use inspections (type)	Yes	No	NA
	d. Other inspections – specify			
	Who maintains department vehicles?			
	Describe any records retention programs for vehicle maintenance and inspection records			

25	Do you have employees certified in the following:			
	a. Hazmat	Yes	No	NA
	b. Confined Space Entry	Yes	No	NA
	c. First Aid	Yes	No	NA
	d. CPR	Yes	No	NA
	e. AED	Yes	No	NA
26	Do performance evaluations address the officers' level of support/commitment to policies and procedures?	Yes	No	NA
27	Does the agency have a written emergency operations plan?	Yes	No	NA
28	Are volunteers used in any capacity?			
	a. If yes, do they ever direct traffic at the scene on an accident or at intersections during power outages?	Yes	No	NA
	b. If yes, what sort of training do they receive and from whom?			
29	How are sworn officers trained to perform traffic control? Do officers receive refresher training, and if they do, at what intervals?			
30	Are volunteers ever used to direct traffic at accident scenes or for special event?	Yes	No	NA
	a. What sort of training is provided on traffic control protocols?			
31	How is housekeeping in the Law Enforcement Department facilities? ( <i>Observation</i> ) Acceptable vs. unacceptable ( <i>circle one</i> )			
32	If the agency has holding cells, inspect them. Look for video surveillance and phones that detainees have access to ( <i>length of cords</i> ). Look for other things that detainees could hurt themselves on. Ask questions about the actual monitoring of the surveillance monitors.			
33	When was the last fire department inspection conducted (Title 19, CCR)			

34	Review agreements with other agencies, i.e., mutual or automatic aid, special services, etc. Look for appropriate indemnity provisions. How were agreements adopted, i.e., council approval, police official, agency manager and was authority appropriate?			

<b>Fire Department Operations</b>				
1	Does the agency have a policy/procedures manual? ( <i>Review a copy</i> )	Yes	No	NA
2	Which fire stations were visited during the evaluation?			
	a. Fire Station 1	Yes	No	
	b. Fire Station 2	Yes	No	
	c. Fire Station 3	Yes	No	
	d. Other – specify			
3	Who maintains the fire department vehicles?			
	a. Fire department			
	b. Public works			
	c. Contractor			
	d. Other -- specify			
	Does agency document vehicle inspections before use?	Yes	No	NA
5	Is there a maintenance schedule for each vehicle and are detailed records readily available ( <i>vehicle maintenance log</i> )?	Yes	No	NA
6	Are all emergency response vehicles equipped with medical kits that include appropriate equipment to control the transmission of infectious pathogens during the treatment of accident victims?	Yes	No	NA
	a. Are all emergency response vehicles equipped with AED devices?	Yes	No	NA
7	Are firefighters required to demonstrate a designated level of professional skill?	Yes	No	NA
	If yes, describe manner for skill demonstration			

	Are firefighters required to demonstrate a designated level of physical conditioning?	Yes	No	NA
	If yes, describe			
8	Is training conducted on a regular basis, and documented? <i>(review records/request a report)</i>	Yes	No	NA
9	How is housekeeping in the fire department facilities? <i>(Observation)</i>			
	<i>Acceptable vs. Unacceptable (Circle one)</i>			
10	Does agency have employees certified in the following?	Yes	No	NA
	a. Hazmat	Yes	No	NA
	b. Confined space entry- awareness/operational	Yes	No	NA
	c. Swift water rescue operations	Yes	No	NA
	d. Trench rescue operations	Yes	No	NA
11	What types of vehicles are used?			
	If ladder truck, is it annually certified?	Yes	No	NA
	Are all vehicles equipped with personnel lock bars? If not are they using fully enclosed cab?	Yes	No	NA

12	Tell us about the procedure used to check personal protective equipment.			
13	How busy is your "call out?" Annual call volume.			
	a. What are you responding to (structure or "open space" fires, accidents, medical emergencies, etc.)?			
14	Are the stations equipped with diesel retrieval systems (proper ventilation?)	Yes	No	NA
15	Is there a Hearing Protection program?	Yes	No	NA
16	What is your average response time?			
17	What other services does your department provide?			
18	Review agreements with other agencies, i.e., mutual or automatic aid, special services, etc. Look for appropriate indemnity provisions. How were agreements adopted, i.e., council approval, fire official, agency manager and was authority appropriate?			

<b>Civic Theater</b>				
1	Does the agency civic theater provide plays, concerts, recitals, and other public functions?	Yes	No	NA
2	Does the agency allow third-party use of the facility?	Yes	No	NA
3	Are there trap doors, platforms, skywalks, pits, etc...?	Yes	No	NA
4	Does the agency have extended use and single night contracts to document reservations for use of the facilities?	Yes	No	NA
5	Does the agency depend on occupant reports to identify hazards and plan maintenance actions?	Yes	No	NA
6	Who is responsible for inspection and maintenance of the civic theater?			
7	How is the housekeeping in the civic theater? <i>Acceptable vs. Unacceptable (Circle one)</i>			

<b>LIBRARY</b>				
1	Does the agency own or operate a library? <i>Inspect the library whenever the member is operating it or maintaining it.</i>	Yes	No	NA
2	What services and resources does the agency offer through the library?			
3	How is the housekeeping at the library? <i>Acceptable vs. Unacceptable (Circle one)</i>			

<b>Historical Building and/or Museum</b>				
1	Does agency own any historical buildings or museums?	Yes	No	NA
	If yes, describe them.			
	a. Are they operated by others? (If yes, be sure to review the agreement/lease)	Yes	No	NA
2	Does agency depend on occupant's reports to identify hazards?	Yes	No	NA
3	How is the housekeeping in the historical building and/or museum? ( <i>Observation</i> )			
	Acceptable vs. Unacceptable ( <i>Circle one</i> )			
4	Have comprehensive asbestos and lead-based paint surveys been performed?	Yes	No	NA

<b>Harbors, Piers, Beaches</b>				
1	Does the agency own or operate any harbors, piers, marinas, beaches, lakes, streams, ponds or other bodies of water?	Yes	No	NA
	a. If yes, describe (include who operates the exposures)			
2	Describe formal inspection programs, who performs the inspections, and at what interval			
3	What is the condition of the wood and signage on the pier ( <i>Observation</i> )?			
4	Does the agency provide lifeguards or other public safety (patrol) for the beach? Yes?-explain.	Yes	No	NA
	a. Is there proper signage?	Yes	No	NA
	b. Are there fire pits/BBQ facilities?	Yes	No	NA
	c. Other Recreational activities (if yes describe)	Yes	No	NA
5	Review the fueling stations at the harbor ( <i>Observation of signage, condition, etc.</i> )			
	Does a concessionaire operate the harbor?	Yes	No	NA
	<i>If yes, be sure to review the contract(s).</i>			
6	Does the agency operate any food concession stands at piers, beaches or harbors?	Yes	No	NA
	<i>Concessionaire, Y/N , If yes, review contract.</i>	Yes	No	NA

<b>Internal Checklist of items that should be researched and evaluated before conducting the field evaluation/site visit:</b>				
1	Does agency have both a <i>privacy policy</i> , and <i>terms &amp; conditions</i> posted on their website? ( <i>Observation</i> )	Yes	No	NA
2	Does agency accept credit card payments from their website? Is it secure? ( <i>https:/ is, http:/ is not</i> ) If yes, which departments accept payments through their website?	Yes	No	NA
3	Are employees sent to driver awareness training provided by the California JPIA?	Yes	No	NA
4	Has the agency's governing body adopted a claim delegation authority resolution?	Yes	No	NA
	If yes, to their staff or to the Authority?			
5	Participation in CJPIA Crime Program?	Yes	No	NA
6	Obtain a copy of the property schedule including vehicle schedule (fleet)			
7	Areas of significant GL loss frequency and/or severity			
8	Areas of significant W/C loss frequency and/or severity			
9	Does the agency report any Protected Contracts on the annual underwriting report? <i>Check 4D within the Underwriting Tab. Protected Contracts should be identified and reviewed as part of the RME process.</i>	Yes	No	NA
10	Obtain a training records report to identify workshop attendance over the last two years.			