

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 2

April 27, 2017

SUBJECT: RISK MANAGEMENT COORDINATOR – ESTABLISHED

PURPOSE: The purpose of this Order is to establish the position of Risk Management Coordinator (RMC) at all geographic Areas and traffic divisions. The reduction of risk management issues and maintaining employee wellness remain important priorities of the Department. Effective in Deployment Period No. 5, 2017, each Area and traffic division commanding officer will designate an RMC. The RMC shall monitor, attempt to identify, and mitigate physical, organizational, and financial risks related to, but not limited to, workplace injuries and safety, workplace conflicts and environments, uses of force, and employee-involved traffic collisions.

PROCEDURE:

- I. RISK MANAGEMENT COORDINATOR – ESTABLISHED.** An RMC shall be established at every geographic Area and traffic division. The RMC shall be designated at or above the sworn rank of Sergeant I.

This position shall be an ancillary duty and should be performed by a sworn supervisor assigned to an administrative position (i.e., Area or Patrol Adjutant, Administrative Lieutenant, Assistant Commanding Officer of Detectives). The RMC shall focus on four critical areas of responsibility: workplace injury and safety; workplace conflict and environment; use of force; and, employee-involved traffic collisions. The RMC shall:

- Maintain regular contact with the relevant coordinators [e.g., Area/division training coordinator, Area/division Sick and Injured on Duty (IOD) Coordinator, etc.] in their Area/division and bureau;
- Gather pertinent data and information from the relevant coordinators for each critical area of responsibility in an effort to reduce risks;
- Attend quarterly meetings with Risk Management Division (RMD) to discuss risk management trends, issues, and best practices; and,
- Meet with the Area/division commanding officer, on a regular basis, to discuss any risk management concerns.

- II. WORKPLACE INJURY AND SAFETY.** The RMC shall:

- Meet with the Area/division Sick and IOD Coordinator on a monthly basis to discuss any relevant risk management issues;
- When appropriate, provide training to relevant coordinators and other employees to mitigate and reduce risks related to workplace injuries and increase safety; and,
- Conduct occasional walkthroughs of the station and adjacent parking areas to identify safety hazards and/or safety concerns.

III. WORKPLACE CONFLICT AND ENVIRONMENT. The RMC shall:

- Meet with the Area/division training coordinator on a monthly basis to discuss any relevant risk management issues; and,
- When appropriate, provide training to relevant coordinators and other employees to mitigate and reduce risks related to workplace conflicts and environments.

IV. USE OF FORCE. The RMC shall:

- Meet with the Area/division training coordinator and/or use of force coordinator on a monthly basis to discuss any relevant risk management issues; and,
- When appropriate, provide training to relevant coordinators and other employees to mitigate and reduce risks related to uses of force.

V. EMPLOYEE-INVOLVED TRAFFIC COLLISIONS. The RMC shall:

- Meet with the Area/division Fleet Safety Coordinator on a monthly basis to discuss any relevant risk management issues; and,
- When appropriate, provide training to relevant coordinators and other employees to mitigate and reduce risks related to employee-involved traffic collisions.

VI. AREA/TRAFFIC DIVISION COMMANDING OFFICER'S RESPONSIBILITIES. Area/traffic division commanding officers shall:

- Review and ensure compliance with this directive; and,
- Notify RMD of the assigned and/or revised personnel assigned to the RMC position.

AUDIT RESPONSIBILITY. The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

Should you have any questions regarding this matter, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.



MICHEL R. MOORE, First Assistant Chief
Director, Office of Operations

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