

# Primary Liability Program Loss Control Credit Survey Responses and Recommendations for . . .

## Member Name

**Contact Full Name:**

**Contact Job Title:**

**Contact Email Address:**

## Primary Liability Program Survey

1. Are the duties and responsibilities of your risk manager or safety coordinator established by policy?

<http://md-lgit.civicplus.com/DocumentCenter/View/847>

<http://md-lgit.civicplus.com/DocumentCenter/View/891>

2. Does your local government safety committee meet at least once a year and maintain minutes of the meetings? Another option, if it is impractical for your local government to hold such meetings, are periodic safety reports on file and available?

<http://md-lgit.civicplus.com/DocumentCenter/View/848>

3. Does your local government review contracts to ensure that issues (e.g., indemnities, additional insured status, sufficiency of coverage limits, contractual liability, subrogation, and availability of workers compensation coverage) are addressed appropriately and in the best interest of your local government?

<http://md-lgit.civicplus.com/DocumentCenter/View/851>

<http://md-lgit.civicplus.com/DocumentCenter/View/852>

4. Did your local government adopt the recommendations made in LGIT's last hazard evaluation?

<http://md-lgit.civicplus.com/DocumentCenter/View/1010>

5. Does your safety inspection policy require documentation of all inspections and retention of documents for future reference?

<http://md-lgit.civicplus.com/DocumentCenter/View/849>

6. Does your local government have a written policy for conducting accident investigations?

<http://md-lgit.civicplus.com/DocumentCenter/View/846>

<http://mdle.net/pdf/mopoman07.pdf>

7. Has your local government sent employees to any LGIT trainings, including MML/MACo sponsored trainings and The Academy for Excellence in Local Governance workshops within the last two years?

<http://www.lgit.org/index.aspx?nid=671>

8. Do newly hired employees receive safety training/orientation and are records retained to document such training?

[LGIT New Employee Safety Orientation DVD/Video contact Laura Swaggerty at LSwaggerty@lgit.org](#)

## **Law Enforcement Legal Liability Survey**

1. As part of your recruitment/hiring process, are background checks made on each prospective officer and do you require physical and psychological fitness evaluations?

<http://mdle.net/pdf/mopoman07.pdf>

2. Is up-to-date training provided on use of force, unlawful arrest, and search and seizure?

<http://md-lgit.civicplus.com/DocumentCenter/Home/View/1324>

<http://md-lgit.civicplus.com/DocumentCenter/Home/View/1323>

3. Do you provide current training in the constitutional standards for detaining citizens for investigation or arrest?

<http://mdle.net/resources.htm>

<http://dpscs.maryland.gov/aboutdpscs/pct/drive.shtml>

4. Is periodic up-to-date training provided on obtaining and executing search warrants?

<http://mdle.net/resources.htm>

<http://dpscs.maryland.gov/aboutdpscs/pct/drive.shtml>

5. Do you utilize the use of force continuum and conduct ongoing training in the use of force?

<http://md-lgit.civicplus.com/DocumentCenter/Home/View/1324>

<http://md-lgit.civicplus.com/DocumentCenter/Home/View/1323>

<http://mdle.net/resources.htm>

6. Does your use of force policy incorporate the use of tasers and other nonlethal weapons? If your agency does not utilize tasers, choose N/A.?

<http://md-lgit.civicplus.com/DocumentCenter/Home/View/1324>

<http://md-lgit.civicplus.com/DocumentCenter/Home/View/1323>

7. Do you require use of force reports to be prepared and reviewed?

<http://md-lgit.civicplus.com/DocumentCenter/Home/View/1324>

<http://md-lgit.civicplus.com/DocumentCenter/Home/View/1323>

8. Do you have up-to-date policies concerning the preservation of evidence and arrestee's private property?

<http://mdle.net/pdf/mopoman07.pdf>

9. Is continuing training provided regarding federal and state civil rights?

<http://mdle.net/resources.htm>

<http://dpscs.maryland.gov/aboutdpscs/pct/drive.shtml>

10. Is training provided regarding proper report writing?

<http://www.mdle.net/pdf/12catalog.pdf>

<http://dpscs.maryland.gov/aboutdpscs/pct/drive.shtml>

## **Public Officials Legal Liability Survey**

1. Does your local government participate in trainings for public officials offered by LGIT, MML or MACo?  
<http://www.lgit.org/index.aspx?nid=671>
2. Have any of your elected officials attended or are they a graduate of The Academy for Excellence in Local Governance offered through the University of Maryland's Institute for Governmental Service and Research (IGSR)?  
<https://www.publicpolicy.umd.edu/executive-education/academy-excellence-local-governance>
3. Does your local government have employment, personnel, and harassment policies and document that they have been distributed to all employees?  
<http://md-lgit.civicplus.com/DocumentCenter/View/898>
4. Within your local government, does final authority to resolve employment related issues (including termination and other disciplinary matters) rest with non elected officials (e.g., town manager, county administrator, etc.)?  
<http://md-lgit.civicplus.com/DocumentCenter/View/898>
5. Is your local government aware of or does it use the LGIT Employment Law Hotline when confronted with employment related issues?  
<https://hrhelpline.com/lgit>
6. If your local government has a planning and zoning authority, does final approval of such matters rest with an appointed board and does your attorney periodically review and update your zoning regulations?  
<http://md-lgit.civicplus.com/DocumentCenter/Home/View/528>
7. Does your local government review periodically and update as necessary your employment, personnel, and harassment policies to confirm their compliance with federal and state laws and regulations?  
<http://md-lgit.civicplus.com/DocumentCenter/View/898>

## **Automobile Liability and Physical Damage Survey**

1. Has your local government sent employees to any LGIT sponsored National Safety Council Defensive Driving Course trainings within the last two-three years? <http://md-lgit.civicplus.com/DocumentCenter/View/856>  
<http://www.lgit.org/index.aspx?nid=671>
2. Do you have a driver review policy that includes checking the drivers history and record via the Motor Vehicle Administration(MVA) or License Monitoring Subscription Service (LMS) to help qualify the driver?  
<http://md-lgit.civicplus.com/DocumentCenter/View/855>
3. Does your local government have a vehicle use policy that applies to all employees who have access and permission to drive local government-owned vehicles including personal use, non-employee use, or permission for passengers?  
<http://md-lgit.civicplus.com/DocumentCenter/View/989>  
<http://md-lgit.civicplus.com/DocumentCenter/Home/View/490>

4. Does your local government have a preventive maintenance policy, and does that policy include a documentation process?

<http://md-lgit.civicplus.com/DocumentCenter/View/857>

5. Does your driver qualification criteria include evaluating driver records for the number of moving violations and number of points on their record per year? [http://md-](http://md-lgit.civicplus.com/DocumentCenter/View/989)

[lgit.civicplus.com/DocumentCenter/View/989](http://md-lgit.civicplus.com/DocumentCenter/View/989)

<http://md-lgit.civicplus.com/DocumentCenter/View/857>

6. Does your fleet risk management policy include the National Safety Council Defensive Driving Course six or eight hour training as offered by LGIT?

<http://md-lgit.civicplus.com/DocumentCenter/View/856>

7. Is National Safety Council Defensive Driving Course training required after an automobile collision?

<http://md-lgit.civicplus.com/DocumentCenter/View/856>

<http://md-lgit.civicplus.com/DocumentCenter/View/857>