



GREENVILLE COUNTY
SHERIFF'S OFFICE

GENERAL ORDERS

RISK MANAGEMENT

PURPOSE:

The Sheriff's Office is legally and morally responsible for the safety of its employees and the citizens of Greenville County. The Risk Management Program addresses reduction of incidents, including automobile collisions, and helps to eliminate suffering and economic losses to employees. Additionally, it conserves Sheriff's Office resources and establishes a board to review traffic collision/safety violations.

**RISK MANAGEMENT
COORDINATOR:**

General Counsel for the Sheriff's Office is designated as the Risk Management Coordinator.

**INCIDENTS OF RISK
AND LIABILITY:**

Whenever an employee is involved in an incident that can be the basis of an injury, whether to an employee or a member of the public, and creates liability, a written report shall be completed and submitted to the Risk Management Coordinator. Areas of concern include, but not limited to, possible omission or failure of policies and/or procedures, employee and/or supervisor negligence, deficient training and/or equipment and conditions inside/outside of the facilities that could or have caused physical injury. The Sheriff or his designee is to be notified of incidents of liability through the chain of command. A written annual review will be conducted by the Risk Management Coordinator and reviewed by the Sheriff.

Note: In cases of a RTA, the Risk Management Coordinator will be notified by the Captain of Professional Standards or his designee.

**RESPONSIBILITIES OF
THE RISK MANAGEMENT
COORDINATOR:**

The Coordinator plans safety programs essential to the principles outlined in this policy. Programs can include periodic instruction in:

- Wearing of seat belts.
- Defensive driver training.
- Police pursuit driving techniques.
- Work place hazards.

The Risk Management Coordinator coordinates safety procedures and exchanges information with the Risk Manager for the County.

Every traffic collision or injury is reported promptly and accurately to the Risk Management Coordinator. This information aids in the planning of future programs and in developing preventive measure. Additionally, this information is useful to the Risk Management Coordinator in assuring safety standards remain within the realm of

recognized safety requirements. Collision reviews are discussed at the weekly Command Staff Meeting when necessary.

Sheriff's Office supervisors routinely inspect Sheriff's Office equipment to insure its proper working order. This equipment includes firearms, motor vehicles and all other equipment involved in the law enforcement task.

Deputies who maintain their equipment in exceptionally good working order are recognized and commended as an important part of their duty. (See GO 101 LINE INSPECTIONS)

The Sheriff's Office shall place special emphasis on its safety programs.

RISK MANAGEMENT BOARD:

The Sheriff appoints a review board whose primary responsibility is reviewing the following major activities:

1. Automobile collisions and related incidents.
Collision defined – when a vehicle in motion makes contact with another vehicle or stationary object.
2. Sheriff's Office policies and procedures dealing with employee safety.
3. Any matter of a safety nature deemed necessary by the Sheriff.

The board consists of three sworn deputies excluding the affected employee's commander or any relative of the employee. Make-up of the board is:

1. Presiding Officer of the Board: Sheriff's Office Risk Manager.
2. Member of the Training Committee.
3. Member of the Traffic Collision Investigation Team.

Board members represent at least two divisions. At the Sheriff's discretion, board members can vary with each case. In all cases, appointed members are notified with a written Personnel Order.

The Risk Management Coordinator reviews all vehicle collisions and schedules each for board review. The Risk Management Coordinator reviews any other type of accident to determine need for board review.

Employees, scheduled for board review, are notified in writing at least three business days in advance of the time and place of the hearing. Written notification includes the names of the board members hearing the case. With approval of the Sheriff, the board can decline to hear any case so complex or serious that criminal action is reasonably expected.

The Risk Management Board meets when deemed necessary by the Risk Management Coordinator to review pending cases.

The Risk Management Board is informal. No one participating in this process is entitled to counsel. The board can proceed in any manner it deems appropriate.

In the event an employee refuses to appear before the hearing panel, he/she is to provide written notification to the board of his/her refusal to do so. When an employee refuses or fails to appear before the board, the hearing continues in his/her absence. Unless excused by the board, an employee can be present throughout the hearing.

The board can call any witnesses it deems necessary. At the board's discretion, an employee can call witnesses. Witnesses may be required to testify under oath. Rules of evidence do not apply.

The board can obtain any investigative reports, documents and evidence necessary. Additionally, the board can accept the investigative reports as full and fair statements of the facts, unless the employee presents contrary evidence. When warranted, the board can request additional investigative follow-up.

In closed session at conclusion of a hearing, the Board a review each case on its merits and takes an oral vote by reverse order of seniority. Subsequent to deliberation, the board summarizes, in writing, evidence and findings of fact based on evidence presented. The summation is submitted the Sheriff with recommendations for corrective action.

The board forwards a summary of case findings to the Supervisory Staff Meeting noting any accident trends and/or recommendations to assist supervisors in managing accident rate. The Risk Management Coordinator sends a copy of each review and findings to the County Safety Officer and County Administrator. Additionally, the Risk Management Coordinator must report any employee found "negligent" to the Office of Professional Standards for inclusion in the Employee Assessment System.

SHERIFF'S ACTIONS - After he receives the board's report, the Sheriff reviews facts found and board's recommendations.

If disciplinary action is required, the Sheriff can impose any punishment or corrective action deemed appropriate including:

- Written reprimand.
- Suspension.
- Demotion.
- Dismissal.

In determining punishment, the Sheriff considers:

1. Nature and severity of the offense.
2. Employee's performance record.
3. Recommendations of the employee's Division Commander.
4. Punishment imposed in any prior cases.

The Sheriff ensures disciplinary action is justified by record and consistent with Sheriff's Office and County rules and regulations.

The Sheriff notifies the employee in writing of any disciplinary action taken. A copy of the official action is placed in the employee's personnel file.



Hobart Lewis, Sheriff