



# Risk Management **Achievement Award**

1-3% contribution

Objectives	Resources	Documentation
1. Designated Risk Management Coordinator	<ul style="list-style-type: none"><li>Staff member who will coordinate risk management committee meetings.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Identify coordinator when submitting all documentation for consideration of award</li></ul>
2. Risk management committee comprised of key departments: <ul style="list-style-type: none"><li>Administrator/Clerk/Manager</li><li>Commission/Council</li><li>Counselor/Attorney</li><li>Law Enforcement</li><li>Public Works</li><li>Health</li><li>Human Resources</li><li>Maintenance</li></ul>	<ul style="list-style-type: none"><li>Member's department heads or senior staff from each key department.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Copy of attendance sheet for each meeting</li></ul>
3. Quarterly risk management committee meetings attended by a representative of each key department	<ul style="list-style-type: none"><li>Review insurance claims, brainstorm methods of preventing accidents, consider training for all staff, and discuss other risk issues.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Copy of minutes from each meeting</li></ul>
4. Annual inspections of all facilities, with documented corrective action	<ul style="list-style-type: none"><li>Fire and life safety inspections performed by KDOL, KWORCC, OSHA, or the local fire department.</li><li>Self-inspections performed by the risk management committee.</li><li>Inspections conducted by KCAMP.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Copy of completed inspection form for each facility</li><li><input type="checkbox"/> Record of corrective action taken for recommendations identified in the inspections (e.g., response to report, meeting minutes)</li></ul>
5. Employee handbook/policies updated within the last 5 years	<ul style="list-style-type: none"><li>KCAMP Sample Employee Handbook</li><li>ThinkHR Employee Handbook Builder</li><li>Employee handbook/policies developed by HR consulting firm</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Digital, dated copy of handbook</li><li><input type="checkbox"/> ThinkHR Report of Changes</li><li><input type="checkbox"/> Correspondence from firm</li></ul>
6. Completion of KCAMP Online U training by at least 10 employees each quarter	<ul style="list-style-type: none"><li>KCAMP Online U offers unlimited access to a broad range of web-based training.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Report from Online U</li></ul>
7. Defensive driving training for all employees within previous three years	<ul style="list-style-type: none"><li>KCAMP's on-site training of the National Safety Council's Defensive Driving Course.</li><li>Training by other organizations.</li><li>KCAMP Online U, ThinkHR or other online defensive driving courses.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> KCAMP will have record</li><li><input type="checkbox"/> Copy of attendee list(s) with date(s) of training</li><li><input type="checkbox"/> Copy of certificate of completion for each employee</li></ul>
8. Backup power and alarms for vaccine storage	<ul style="list-style-type: none"><li>11/17 Risk Alert – Vaccines</li><li>KCAMP Risk Avoidance Grant</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Identity of equipment with description of features</li></ul>



# Risk Management **Excellence Award**

4-6% contribution

## Objectives

## Resources

## Documentation

### Completion of Risk Management Achievement Award criteria PLUS:

<b>9. Annual governance training for board of commissioners</b>	<ul style="list-style-type: none"> <li>• KAC Foundations in County Government</li> <li>• KAC New Commissioner Orientation</li> <li>• KAC webinars</li> <li>• LKM Municipal Training Institute</li> <li>• Other training if pre-approved by KCAMP</li> </ul>	<input type="checkbox"/> Copy of certificate of completion for each course completed*
<b>10. Annual training of all supervisors in one or more of the following:</b> <ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Hiring</li> <li>• FMLA</li> <li>• Discrimination/harassment</li> <li>• Adverse employment actions</li> </ul>	<ul style="list-style-type: none"> <li>• KCAMP Online U</li> <li>• ThinkHR</li> <li>• Webinars from KAC, ThinkHR, or other sources</li> <li>• Human resources associations (e.g., KCHRA, KSSHRM)</li> </ul>	<input type="checkbox"/> List of all member employees in supervisory roles <input type="checkbox"/> Reports of training completed or copies of certificates of course completion*
<b>11. Implementation of Kansas Legal-Based Jail Guidelines</b>	<ul style="list-style-type: none"> <li>• Subscription through KCAMP; cost based on jail ADP (\$110-240/mo)</li> </ul>	<input type="checkbox"/> KCAMP will have record
<b>12. Annual jail audit</b>	<ul style="list-style-type: none"> <li>• Self-audit through Kansas Legal-Based Jail Guidelines</li> <li>• On-site audit by corrections professional</li> </ul>	<input type="checkbox"/> Audit report
<b>13. Implementation of LLRMI Model Law Enforcement and Corrections Policies or equivalent, and evidence of officer training on all updates</b>	<ul style="list-style-type: none"> <li>• Subscription through KCAMP; member cost is \$12/officer/year</li> </ul>	<input type="checkbox"/> List of all department officers and report of officer acknowledgement for each policy and update
<b>14. Jail basics training for all corrections personnel</b>	<ul style="list-style-type: none"> <li>• LLRMI corrections training</li> <li>• KJA or KSA jail basics training</li> </ul>	<input type="checkbox"/> List of all corrections staff <input type="checkbox"/> Reports of training completed or certificates of completion*
<b>15. Basic cyber security protocols:</b> <ul style="list-style-type: none"> <li>– Data backup</li> <li>– Data encryption</li> <li>– Up-to-date system patches and antivirus software</li> <li>– Incident response plan</li> <li>– Employee training</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-State Information Sharing &amp; Analysis Center (MS-ISAC) – membership is free</li> <li>• eRiskHub via KCAMP web site</li> <li>• IT vendors</li> <li>• KCAMP Online U</li> <li>• ThinkHR Learn online courses</li> </ul>	<input type="checkbox"/> Member’s technology policy <input type="checkbox"/> IT vendor contract outlining vendor’s responsibilities <input type="checkbox"/> Evidence of employee training on cybersecurity issues

\* Documentation of training must include course title, date of training, and instructor/educational provider. In lieu of certificates, attendance sheets may be submitted.