

G. LAW ENFORCEMENT

Organization name

Evaluation period

Completed by (name and title)

Date completed

Evaluate your operations against best practices by asking the questions below. A response of “No” to any question indicates an area that may require further evaluation and a plan for improvement or correction.

The entire set of RMGM Self-Assessments is available online here: <https://mml.org/programs-services/risk-management/risk-management-resources/risk-management-is-good-management-program/>

Yes	No	n/a	
			A. Municipal Management
			Have you completed the <i>Municipal Management Self-Assessment</i> ?
			B. Facility Safety and Operations
			Have you completed the <i>Facility Safety and Operations Self-Assessment</i> ?
			C. Human Resources / Employment Practices
			Have you completed the <i>Human Resources / Employment Practices Self-Assessment</i> ?
			D. Fraud Prevention
			Have you completed the <i>Fraud Prevention Self-Assessment</i> ?
			E. Motor Vehicle Operations
			Have you completed the <i>Motor Vehicle Operations Self-Assessment</i> ?
			F. Public Infrastructure
			Have you completed the <i>Public Infrastructure Self-Assessment</i> ?
			1. Global Training Programs
			Is all training documented in employees' individual training files?
			Do you require lesson plans that meet MCOLES specifications?
			Does your annual training plan include MCOLES mandated training?
			Are all officers/reserve/auxiliary officers trained in the following? Bolded items are required annually.
			Use of Force Issues – Medical Considerations – MCOLES Standards?
			Vehicle Operations, Legal Standards, Policy and Decision-Making?
			Legal Update?
			Harassment/Discrimination/Violence in Workplace?
			In-Custody/Prisoner Safety?
			Defensive Tactics?
			Aerosol Decontamination?
			Blood-borne/Airborne Pathogens?

Yes	No	n/a	
			Safety Equipment/PPE?
			HAZMAT/SARA Level I (every two years)?
			Right to Know?
			Fair and Impartial Policing?
			Handling people with Mental Illness and/or Substance Abuse?
			Lock-up Procedures?
			Precision Driving (at least every three years)?
			Supervisory Training?
			National Incident Management System?
			Fire Extinguisher?
			First Aid
			CPR?
			AED?
			2. Control Equipment Training
			Do you train on the following:
			aerosol devices?
			Conducted Electrical Weapons (CEW)?
			handcuffs?
			any other restraints?
			impact weapons?
			other less lethal weapons?
			Do you provide annual training for each device?
			3. Firearms Training
			Do all officers demonstrate proficiency with all authorized firearms at least twice per year?
			Is the instructor a department employee?
			Is training pass/fail?
			Are all officers trained in the following:
			reduced lighting?
			outdoors/cold weather?
			concealed carry?
			off duty carry?
			safe weapon storage?
			safe handling of weapons?
			decision making / target ID?
			multiple targets?
			moving targets?
			scenario based training?

Yes	No	n/a	
			weapon combinations?
			stress scenarios?
			cover/concealment?
			support hand shooting?
			MCOLES active duty standard?
			less lethal weapons?
			shoulder weapons?
			4. Blood Level Tests as required by MIOSHA
			Do you offer blood tests to all firearms instructors?
			Do you offer blood tests to all other officers?
			Are declination forms used?
			Is there general education of risk exposure/decontamination procedures when handling firearms, spent ammunition and cleaning the range?
			5. Policy Manual
			Is there a department policy and procedure manual?
			Do you issue copies to your employees?
			Are receipts required?
			Are employees given an opportunity to ask questions or seek clarification?
			Is there an annual review?
			Are old policies maintained in an archive file?
			Has the full manual been updated within the last 1__ 2__ 3__ More__ (years)
			Does the manual contain the following policies:
			Rules and Regulations?
			Code of Ethics and Oath of Office?
			Fair and Impartial Policing?
			Arrest Procedures?
			De-Escalation Techniques?
			Use of Force?
			Duty to Intervene?
			Authorization/Qualification with Firearms?
			Use of Weapons?
			Foot Pursuit?
			Search and Seizure, Entry to Property, Exigent Circumstances, Consent?
			Evidence Handling and Audit?
			Cash Handling?
			Interactions with People with Mental Illness and/or Substance Abuse?
			Communications with Persons with Disabilities?

Yes	No	n/a	
			Limited English Proficiency?
			Domestic Violence?
			Sexual Identification?
			Prisoner Safety?
			Lock-up Procedures?
			In-Car Video?
			Body Camera?
			Video Recording of Interview/Interrogation?
			Critical Incident Management?
			Public Protest and Demonstrations?
			Canine Operations?
			Safety Equipment/Use and Maintenance?
			Body Armor?
			Infectious Diseases?
			Respiratory Protection Plan?
			Firearms Range Operations/Lead Exposure?
			Citizen Complaints?
			Internal Investigation?
			Employment Practices?
			Harassment/Workplace Violence/Discrimination?
			Drug-Free Workplace?
			Secondary Employment?
			Training Program?
			Early Intervention/Employee Assistance?
			Employee Evaluation System?
			Disciplinary Procedures?
			Auxiliary/Reserve/Civilian Volunteer Unit?
			Social Media?
			Release of Information and Records, FOIA, Records Retention Policy?
			Confidential Information Protection?
			Safe Delivery of Newborns?
			Service Animals?
			Ride-Along Programs?
			Vehicle Operations?
			Vehicle Pursuit?
			Seatbelt Use?
			Child Restraint During Vehicle Transport?

Yes	No	n/a	
			Traffic Safety and Management?
			Specialty Vehicles and Equipment?
			Fleet Maintenance?
			Officers in the Schools?
			Officer Response to Schools?
			Juvenile Arrest/In-Custody?
			Review/Update Manual?
			Municipal Personnel Policy?
			Criminal Justice Information System?
			6. Employment Practices (Law Enforcement Specific)
			NOTE: Complete the <i>Human Resources/Employment Practices Self-Assessment</i> as well.
			Does your hiring practice meet MCOLES Pre-Employment Standards for all new employees?
			7. Infectious Diseases
			Do you offer the Hepatitis B vaccination?
			Are tuberculosis tests offered?
			Are declination forms used?
			Do you offer follow-up testing?
			Is testing offered to the following:
			full time staff?
			part time staff?
			all staff?
			8. Safety Equipment
			Body armor?
			Opioid antagonist (Naloxone) application?
			First-aid kit and tourniquet?
			Automated external defibrillator?
			Eye protection meets ANSI Z87.1 for firearms training?
			Hearing protection for firearms training?
			Firearms clearing stations?
			Seat belts?
			PPE gloves & masks?
			Blood-borne pathogen protection kit?
			Vehicle prisoner partition/screen?
			Non-slip shoes?
			Portable radios?
			Puncture resistant gloves?
			Helmets?

Yes	No	n/a	
			Reflective traffic vests?
			Gas masks/SCBA
			9. Interview and Interrogation
			Are interviews and interrogations audio recorded?
			Are interviews and interrogations video recorded?
			Is there a procedure outlining the department practice in this area?
			10. Evidence Room
			Do you ensure that the evidence room remains secured?
			Is there fire detection?
			Do you store biohazards properly?
			Do you properly ventilate biohazard storage areas?
			Do you ensure that hazardous and flammable materials are properly stored and ventilated?
			Is money stored in a safe or secured lock box?
			Are guns stored in a locked cabinet?
			Are drugs stored in a safe or secured lock box?
			Is there an evidence tracking system in place?
			Is property/evidence disposed of as prescribed by State Law?
			Does drug disposal require a witness to be present at time of destruction?
			Do you audit the evidence tracking system annually and upon change of evidence custodian?
			11. Fitness Centers
			Do you have regular inspection and maintenance of equipment?
			Do you sanitize all equipment regularly?
			Is a written medical release required before use?
			Is the two-person minimum rule used?
			Do you require orientation training before authorization for use?
			12. Sally Port
			Is the sally port video monitored?
			Do you secure weapons before entering facility?
			Are all outlets protected GFCI?
			Are the doors secure, preventing entries to facility?
			Do you handcuff and search detainees before entry?
			Are electrically operated doors equipped with auto-stop/return hardware?
			13. DETENTION FACILITY
			Type of facility:
			holding cells (short-term, less than 72 hours)?
			local lock-up (municipal jail)?
			county jail?

Yes	No	n/a	
			wall or bench-mounted handcuff bar?
			other (describe below)?
			14. Detention Operations
			Do you have a contract or risk transfer agreement for detainees held for other departments?
			Are holding cells inspected regularly for hazards?
			Are holding cells cleaned regularly?
			Do you screen all detainees for medical disorders?
			Does detainee medical screening include drug/alcohol use and level of use?
			Do you screen all detainees for psychological disorders?
			Do you screen all detainees for suicidal risk?
			Does the department provide clothing for detainees?
			Do you provide personal hygiene products to all detainees?
			Do you classify detainees by gender?
			Does your policy address LGBTQ+ individuals?
			15. Detainee Monitoring
			How is detainee monitoring accomplished:
			audio only?
			video only?
			audio and video?
			physically at cell door?
			Cell checks:
			do you log cell checks?
			are there checks for general population every 30 minutes?
			is there a maximum of 15-minute frequency for at risk detainees?
			do you log any unusual incidents?
			are written reports of injuries or unusual occurrences required?
			16. Capacity
			Are detoxification cells available at the detention facility?
			Are females in separate facilities?
			Do you separate juveniles by sight and sound?
			Do you provide access to legal counsel and a private area to meet?
			17. Medications
			Do you dispense medications?
			Are medications in a secured storage?
			Do you inventory medications regularly?

Yes	No	n/a	
			18. Medical Staffing
			Do you use the following type of medical staff:
			permanent in-house nurse?
			visiting nurse?
			physician's assistant?
			visiting physician?
			off-site visits only?
			19. Food Service
			Do you make dietary accommodations?
			Is there an in-house kitchen?
			Is the food microwave prepared?
			Is the food from a local eatery?
			Do you implement all sanitary code regulations?
			20. Detention Facility Staffing
			Is the facility staffed by:
			corrections officer?
			on-duty supervisor?
			dispatcher?
			arresting officer?
			reserve/auxiliary?
			other (describe)?
			21. Detention Staff Training
			Do you provide the following training for those who work in or are responsible for this area?
			160-hour certification?
			First Aid?
			CPR?
			AED?
			bloodborne/airborne pathogens?
			fire response?
			respiratory protection programs (SCBAs)?
			suicide prevention?
			identifying mentally or physically ill detainees?
			use of force?
			use of less lethal weapons?
			defensive tactics?
			handcuffs?
			hobbles/leg restraints?

Yes	No	n/a	
			cell extractions?
			evacuation plan?
			right-to-know?
			lock-up policies and procedures?
			de-escalation techniques?
			aerosol decontamination procedures?
			positional asphyxiation?
			HAZMAT/SARA Level I?
			cultural diversity?
			22. Emergency Equipment & Procedures
			Do you have a written evacuation plan?
			Do you perform mock rehearsals at least annually?
			Do you have a pre-fire attack plan?
			Is your emergency plan updated/reviewed annually?
			Do you have the following equipment (Bolded items are required):
			Fire alarm?
			Smoke detectors?
			Emergency keys?
			Flashlights?
			Sprinkler system?
			SCBAs?
			Portable radios?
			Generator lighting as backup?
			23. Work Release Program
			Is your program inside only?
			Is your program inside and outside?
			Are workers supervised off-site?
			Is an honor system used off-site?
			Is security reviewed before assignment to work release program?
			Are uniforms issued?
			Is power equipment used by detainee?
			Are detainees trained in using power equipment?
			24. Recreation Programs
			Is a recreation program available?
			Do you have an indoor exercise area?

Yes	No	n/a	
			Is the exercise area:
			patrolled?
			supervised?
			monitored?
			25. Short Term Detention / Booking Only
			Is the booking area free of stabbing/cutting/chemical hazards?
			Do you protect electrical outlets in the booking area with GFCI?
			Do you monitor detainees at a minimum of every 30 minutes?
			Do you screen detainees for medical or psychological disorders and suicide risk?
			Are detainees:
			handcuffed to bench?
			handcuffed to ring on wall?
			handcuffed to object?
			leg ironed to object?
			held in detention room?
			held in a cell?