



CLACKAMAS COUNTY SHERIFF'S OFFICE

Policy # 21

**Printed copies are for reference only.
Please refer to the electronic copy for the latest version.**

References: [ORS 659A](#), [Federal OSHA](#), [Oregon OSHA](#), [Americans with Disabilities Act](#), [Clackamas County Risk Manual](#), [EPP # 5](#), [EPP # 24](#), and [CCPOA Agreement CCSO Drug Policy](#).

RISK MANAGEMENT (HEALTH AND SAFETY)

General

1. The prevention of occupational injuries and illnesses shall be given a top priority by all CCSO employees. Employees are the cornerstone to the success of the CCSO health and safety program - aimed at optimizing employee health, safety and preventing workplace injuries and illnesses through appropriate risk management, health and safety practices.
2. The functions of a Sheriff's Office often require a level of fitness not demanded by other occupations. Fitness is an important dimension in ensuring all CCSO employees can perform their duty without endangering their own safety, the safety of co-workers or the safety of citizens.

CCSO Risk Management Principles

3. Work place health and safety is the responsibility of all employees:
 - a. supervisors will promote, review and inspire safe and healthy working practices;
 - b. employees will use appropriate protective equipment when required;
 - c. safety concerns will be reported immediately to a supervisor; and
 - d. employees will cooperate with the safety committee in accordance with the [Clackamas County Risk Management Manual](#).

CCSO Risk Management Responsibilities

4. **Risk Management Liaison:**
 - a. the Undersheriff shall appoint a manager as the direct liaison between the CCSO and County Risk Manager.



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5. Safety Committee:

- a. the Undersheriffs, in meeting the requirements of the Occupational Safety and Health Administration (OSHA) and the Clackamas County Risk Management Program, will set up a Safety Committee for the Sheriff's Office; and
- b. the CCSO Safety Committee is responsible for making recommendations for improving health and safety conditions. It is accountable for defining problems and removing obstacles to accident prevention, identifying hazards and recommending corrective actions, helping identify employee safety and training needs, and establishing accident-investigation procedures in compliance with County policy.

6. Employees:

- a. immediately correct any hazardous condition when possible and report any unsafe or hazardous condition directly to a supervisor, if it cannot be corrected;
- b. use protective equipment as needed or required when working in special or hazardous conditions;
- c. not operate equipment for which training or orientation has not been received;
- d. warn co-workers of unsafe conditions;
- e. refrain from unsafe (horseplay) actions that may result in injury; and
- f. be aware of actual and potential hazards.



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7. Supervisors:

- a. provide direction to ensure that training, hazard-elimination procedures and protective equipment are available for the prevention of workplace injuries and illnesses; and
- b. provide guidance in safe work practices and immediate corrective action to eliminate hazardous conditions.

8. **Duty to Report.** Employees are to complete a report as soon as possible, in accordance with [CCSO Policy # 22](#), of any injury on duty or damage to County property.

9. **Risk Management Review Team.** Supervisors shall contact the CCSO Risk Management Liaison in situations involving a major incident (i.e. death, serious physical injury, officer involved shooting, major property damage or any other incident where liability is a concern) in which the County or CCSO is at risk of liability or requires risk management advice. The CCSO Risk Management Liaison will contact and consult with the Risk Management Review Team consisting of:

- a. County Risk Manager;
- b. Undersheriff and/or Chief Deputy; and
- c. County Counsel.

10. The Risk Management Review Team will determine the level of involvement required on a case-by-case basis to support and review CCSO activities concerning a major incident. The Risk Management Review Team may respond to the scene of incidents and contact the investigation supervisor or lead investigator. The Risk Management Review Team will monitor investigations that may result in liability to the Sheriff's Office and County.

11. **Safety Orientation** will be received by all new CCSO employees from either their supervisor or field-training officer. The Support Services Division will coordinate delivery of necessary employee safety training.



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CCSO Fitness for Duty Responsibilities

12. Employees:

- a. are responsible for maintaining the physical, emotional and mental fitness required to perform the duties of their job. Employees shall notify their supervisor if there is any change in their physical or mental health that could affect their ability to perform their duties safely and effectively;
- b. shall perform his/her respective duties without physical, emotional, and/or mental constraints by being alert, attentive, and capable of performing their assigned responsibilities safely and effectively; and
- c. shall promptly notify their supervisor if unable to perform his/her duties safely and effectively. In the event an employee believes that another employee is unable to perform his/her duties, such observation and/or belief shall be promptly reported to a supervisor;

13. Supervisors:

- a. take prompt and appropriate action in an effort to resolve a situation where an employee is observed, or a report is received of an employee who is perceived, to be unable to perform his/her duties;
- b. if the employee appears to be in need of immediate medical attention, take all reasonable efforts to assist the employee obtaining such care;
- c. in conjunction with the employee's supervisor or division commander, make a determination whether or not the employee should be temporarily relieved from his/her duties; and
- d. promptly notify the Division Commander through the Chain of Command in the event that any employee is relieved from duty or when there is objective evidence that an employee may be unable to safely and effectively perform his/her job.



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Fit for Duty Assessment and Return to Duty

14. A certificate from a healthcare professional verifying that an employee is able to perform his/her essential duties in a manner that does not threaten his/her safety or the safety of others may be required, whenever the CCSO has a reasonable suspicion regarding an employee's ability to do so. The CCSO may also require employees to submit verification of the precise nature of any limitations of an employee's ability to safely perform his/her duties, as a condition of returning the employee to work, whenever there are concerns regarding an employee's limitations, consistent with applicable law.

15. Whenever circumstances indicate that an employee is unfit for duty, the Sheriff may serve the employee with a written order to undergo a physical and/or psychological assessment after consultation with the Department of Employee Services as per Clackamas County Employment Policy and Practice (EPP) # 24 on Employment Related Physical Assessments. The order shall indicate the date, time and place for the assessment.

16. The CCSO shall facilitate the assessment through the provision of all appropriate documents and available information to assist the evaluation. The assessing healthcare professional will provide the CCSO a report that the employee is fit for duty or, if not, listing any job limitations of the employee. All mandated assessments are at no cost to the employee and any healthcare/medical records shall remain confidential.

17. Any employee ordered to receive a fitness for duty assessment shall comply with the terms of the order and cooperate fully with the examining healthcare professional regarding clinical interview, tests administered or other procedures as directed. Any failure to comply with such order and any failure to cooperate with the examining professional may be deemed insubordination and shall be subject to discipline up to and including termination from employment.