



MEMBER OWNED | MEMBER FOCUSED

# Loss Control Recognition Program



## Property & Liability

Requirements for:

July 1, 2017 - June 30, 2018



19400 East Valley View Parkway,  
Independence, MO 64055  
(816) 292-7500

# Loss Control Recognition Program

## All Coverages

2017-2018

### INTRODUCTION

The Loss Control Recognition Program is designed to reward and recognize members who operate their prevention programs to reduce exposure areas where local governments traditionally experience losses. Each member, by reducing their own exposures and claims, lowers the cost of the Property/Liability and Workers' Compensation programs for all of the Membership. The reward for being diligent and completing these tasks is a return of two percent (2%) of annual contribution.

The Recognition program has been designed to be addressed with limited assistance from our Risk Management staff. Our hope is that all members complete these goals and qualify for their 2% reimbursement.

### Requirements for July 1, 2017 - June 30, 2018:

#### Employment Practices

- Pre-Litigation Consulting: if no calls have occurred in the current year, members are required to contact Ensz & Jester, P.C. (Matthew Gist) for a brief review of the service; they may be contacted at 816-474-8010.
- All staff members should participate in anti-employment discrimination training each year.
- Personnel policies must be reviewed and re-certified no less than once every three years. The review can be conducted by an MPR representative or counsel approved by MPR staff.

#### Lexipol/Law Enforcement Consulting

- Law enforcement agencies shall participate in the Lexipol Knowledge Management System by adopting designated policies, incorporating updates, and requiring applicable officers to participate in the Daily Training Bulletins.
- If no calls have occurred in the current year, members are required to contact Fisher, Patterson, Saylor, and Smith (Dave Baker) for a brief review of the service; he may be contacted at 913-339-6757.

#### Cyber Security

- All members with liability coverage must complete all surveys/documentation requested by MPR through the policy year. Must be completed and returned no later than May 30, 2018.
- Members should be able to articulate how to file a claim through Beazley.

#### Vehicle Operations

- Employees and qualified volunteers must receive annual safe driver training if they operate a vehicle on official business. An applicable safe driving policy must also be in effect. In addition, the following provisions apply:

- o Driving records check shall be performed for all new employees and volunteers who will drive on official business before the start of their service
- o All employees and volunteers driving on official business will participate in annual driver training
- o Each member shall maintain a policy prohibiting the use of mobile phones while operating a vehicle on official business.
- o Orientation driver training for new employees and volunteers is to take place within 60 days of appointment.
- o Employees under the age of 18 shall not operate vehicles, heavy equipment, or other motorized vehicles (as described by the US Department of Labor).
- o Annual snow and ice control training for applicable drivers.

## Member Surveys

- The Member Representative, or the designee, is responsible for providing a response to Risk Management staff recommendations within 60 days.

## Personnel Policies Review

- Personnel policies must be reviewed and re-certified no less than once every three years. The review can be conducted by an MPR representative or counsel approved by MPR staff.

## Sewer Maintenance Program

- Sewer systems should be adequately maintained through planned inspections and cleaning with all work documented in an easily retrievable format.
- Problematic areas should be identified and proactively maintained including documentation.
- Sewer response training for staff shall be conducted each year; training to include items in the current Sewer Response Risk Prevention Advisory.

## Public Official Liability Training

- All elected or appointed officials shall take part in a liability training session conducted by the member's legal counsel, participation in an MPR-sponsored seminar or webcast, or other acceptable source no less than once every two years.
- MPR will issue annually the Risk Prevention Advisory addressing Public Official Liability. The Member Representative will ensure all elected and appointed officials receive a copy.

## MPR Online University

- Member must designate an administrator for the MPR Online University (LocalGovU) to coordinate this service.

## Other – Recommended

- Member must comply with applicable federal and state regulations and training programs.

### LOSS CONTROL RESOURCES

MPR has substantial loss control resources. Visit our website at [www.mprisk.org](http://www.mprisk.org) for details or contact the Risk Management Department directly, (816) 292-7530.