



# SHARE

APRIL 2021  
ISSUE #4

SAFETY HEALTH AND RISK E-CONNECT NEWSLETTER

LOCAL GOVERNMENT RISK MANAGEMENT SERVICES, INC., - A Service Organization of the ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA and the GEORGIA MUNICIPAL ASSOCIATION

## WORKZONE SAFETY

ALSO IN THIS ISSUE  
MANAGING STRESS & *p.17*  
WARM WEATHER  
HAZARDS

*The opinions expressed in  
this newsletter are those of the  
author's and do not reflect the  
views of LGRMS, ACCG, or  
GMA.*

LGRMS IS SEARCHING FOR A

**SOUTH GEORGIA  
RISK CONSULTANT**

SEE PAGE 38 FOR MORE  
INFORMATION

### SAFETY THEME

DOWNLOAD THIS MONTH'S  
SAFETY POSTER

### HEALTH PROMOTION SERVICES

CHECK OUT THE LIVING WELL  
GEORGIA CORNER

### RISK/LIABILITY

NOTES FROM THE ROAD AND  
OTHER GREAT ARTICLES

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Suite 110  
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[www.lgrms.com](http://www.lgrms.com)

## 38 Special Announcements Job Posting: Risk Control Consultant

## UPCOMING WEBINARS AND TRAINING EVENTS

For a current list of training events, please visit:

[www.lgrms.com/trainingcalendar](http://www.lgrms.com/trainingcalendar)

### Virtual Below 100

Tuesday, April 27, 2021 // 10:00am - 11:30am

### Virtual Safety Coordinator - Session 2

Thursday, April 29, 2021 // 10:00am - 11:00am

### Virtual Below 100

Thursday, April 29, 2021 // 2:00pm - 3:30pm

### Virtual Safety Coordinator - Session 3

Tuesday, May 4, 2021 // 10:00am - 11:00am

### Virtual Safety Coordinator - Session 3

Tuesday, May 11, 2021 // 2:00pm - 3:00pm

### Virtual Safety Coordinator - Session 3

Tuesday, May 18, 2021 // 10:00am - 11:00am

Please log into the [LGRMS Website/training calendar](http://www.lgrms.com/trainingcalendar) for a complete list of training events.



# A NOTE FROM THE EDITOR

By Dennis Watts,  
LGRMS Training, Communication, and Public Safety Risk Manager

## New Publication Format and Name Change

Welcome to the fourth edition of SHARE, the new combined monthly publication of Local Government Risk Management Services (LGRMS). SHARE is sent to all GIRMA/IRMA, WC, and Life & Health members 10 times per year.

SHARE will have two sections: (1) a general safety, risk, and health section, and (2) a worker safety- focused section similar to the old Safety Theme.

We cover those topics and issues most relevant to Local Governments in Georgia, plus some new features. We look forward to your feedback. The LGRMS SHARE is published on or around the 20th of each month. If you are not currently on the distribution list to receive our monthly newsletter, it can be downloaded for free from the LGRMS website ([www.lgrms.com](http://www.lgrms.com)).

## In this issue

Welcome to April SHARE. In this issue we have a variety of articles focusing on current topics affecting local governments. Workers and worker safety is always our number one focus. Our employees are our greatest asset. Supporting this, we have several articles: workzone safety, managing stress, and our safety theme on warm

weather hazards gives us some food for thought on awareness of safety concerns for warmer weather. This issue also covers topics such as an FAA update on drone use, and internal affairs investigations.

Should you have any questions or concerns, please contact:

Dennis Watts, [dwatts@lgrms.com](mailto:dwatts@lgrms.com), or Tammy Chapman, [tchapman@lgrms.com](mailto:tchapman@lgrms.com).



# DIRECTOR'S CORNER



By Dan Beck, LGRMS Director

## CRISIS COORDINATOR CERTIFICATION PROGRAM

GMA, ACCG, and LGRMS worked with CrisisRisk to develop the Crisis Coordinator Certification Program™. The Crisis Coordinator e-learning training and certification have been designed to familiarize a Crisis Coordinator in each local government entity with the information needed to alert and support leadership before, during, and after a crisis. Looking at the events

facing our governments locally and nationally, it is more critical than ever to recognize, identify, and alert you and your leadership before circumstances escalate into a crisis.

**Did you know that having one of your employees complete the 3.5 hours online Crisis Coordinator Program will meet the regional training requirement for ACCG's and GMA's Discount/Grant Programs?**

Yes, it does meet the regional training requirement for both GMA's and ACCG's Safety Discount and Grant Programs.

**Did you know that this training is online, interactive, and can be completed at the students' own pace?**



Yes, this program is online and interactive. You can start it today and finish it at your own pace. Students can spend 15 minutes a day on the training and complete it over a couple weeks, or sit down and knock it out in a little over 3 hours.

### Did you know that multiple employees from your organization can register and attend this training?

There is no limit to the number of employees from your organization that can attend this training. Ideally, members would have multiple Crisis Coordinators, with at least one within your organization's Law Enforcement Agency/Office. There are already over 200 certified Crisis Coordinators registered for this program. See some of the comments below by those that have completed the course.

To register, go to <http://crisiscoordinator.talentlms.com/> and click on **SIGNUP** on the upper right of the page to register and get started. For more information on this program, see below the communication we distributed earlier.

### Want more information?

- One Page Program Summary: (<http://www.accg.org/docs/Crisis%20Coordinator%20Certification%20Program%20081420.pdf>)
- Short Video Overview: (<https://crisiscoordinator.com/about-the-crisiscoordinator-program/>)
- Link to CrisisCoordinator Website: (<http://www.crisiscoordinator.com>) for news, tools, and resources



"Very informative. Great class, made you think."

"Lots of information I would have never known."

"I work in communications, and this served as a very thorough refresher of crisis communications. Great content with both review material and new items to learn."

"Very applicable, particularly for local governments. This would be great required training for all elected officials."

"I really enjoyed the curriculum and do feel like I learned a lot--in a very practical and applicable manner."

Great! They will be very useful, I would think, in times of crisis--particularly, in helping craft the "alert" message to leadership so that they actually "hear" you. I wish I had had access to documents like these sooner--love the matrix!

"This course is relevant to my job and everyday life challenges."

"Very detailed information that broke down the components of each important term and gave some great examples. It included a comical side with the animations & gave some real scenarios that people could relate to."

**If you would like to have a trained Crisis Coordinator within your organization, please take the following steps:**

1. Meet with your organization's leadership team and identify candidates for the role.

- We recommend you have at least one Crisis Coordinator, but you can have more if deemed necessary.
- Most of our potential crises occur within law enforcement, so we recommend having a Crisis Coordinator either closely tied to or located within the law enforcement agency.
- We developed the profile for a Crisis Coordinator, which may assist with identifying the right candidate(s):
  - o Ability to Consult Top-Level Leadership
  - o Ability to Recommend Utilization of Outside Crisis Communication Services
  - o Ability to Make Decisions
  - o Attention to Detail
  - o Collaborates Well Across Organization
  - o Committed
  - o Communicates Well
  - o Follows Instructions
  - o Good Performance Reviews
  - o Government Entity Employee with Several Years of Experience
  - o Knowledge of Local Issues and Community Structure
  - o Recognizes the Need for Confidentiality

2. Once your organization's leadership team has identified one or more candidate(s) email Cortney Stepter of LGRMS, at [cstepter@lgrms.com](mailto:cstepter@lgrms.com), with the

below information:

- Crisis Coordinator Candidate - Name, title, department, phone number, and email address.
  - Crisis Coordinator Candidate's Supervisor - Name, title, department, phone number, and email address. They will be provided updates on the candidates training progress.
3. LGRMS will compile this information and send to CrisisRisk™. CrisisRisk™ will then send registration and other needed information to your candidate(s).

This training is an important benefit of participation in GIRMA/IRMA and is offered at no charge to employees of program members.







# LANDLORD TENANT DISPUTES RESULTED IN SUIT AGAINST OFFICERS

COURT FINDS FOR OFFICERS

by Brian S. Batterton, J.D., LLRMI

On March 4, 2020, the Eleventh Circuit Court of Appeals decided *Moore v. Gwinnett County et al.*<sup>[i]</sup>, in which the court of appeals examined whether officers violated the Fourth Amendment when they arrested a landlord at the scene of a landlord/tenant dispute. The relevant facts of *Moore*, taken directly from the case, are as follows: *Moore* rented a home in Gwinnett County and her lease allowed her to sublet rooms to others. The two incidents giving rise to this suit involve disputes between *Moore* and sublessees when police officers were called to intervene.

#### **A. The First Incident (2014)**

During the summer of 2014, *Moore* began having conflicts with one of her sublessees, Christopher Lawrence. On July 14, after several weeks of tension, *Moore* entered Lawrence's locked room without permission by using a master key. She collected Lawrence's belongings and transferred most of them to a storage facility. *Moore* also changed the locks to the house. At this time, *Moore* did not have a dispossessory warrant.

When Lawrence returned home from work and discovered he was locked out, he called the police. Roberts, Leigh, and Richey arrived soon after, and Lawrence explained that *Moore* had removed his property. Lawrence showed the officers a document *Moore* had provided him listing the address of the storage facility. Officer Leigh confirmed that the storage facility was closed for the night and thus Lawrence could not access his property.

The three officers approached *Moore*'s front door, and Leigh knocked. *Moore* answered by opening the door far enough to put her left arm out. After a brief discussion in which *Moore* admitted she took Lawrence's belongings to the storage locker without his permission, the officers told her she was under arrest for theft by taking and commanded her to step outside. *Moore* did not comply and quarreled over the reason for her arrest. Roberts repeated the instruction for *Moore* to step out, and *Moore* responded, "I don't have shoes or nothing on." An officer replied, "We'll get your shoes." The back and forth over *Moore*'s shoes and the reason for her arrest continued, and tempers on both sides quickly rose.

What happened next is somewhat disputed. *Moore* testified that she suddenly bent down behind the door to get her shoes. She then "blacked out," only to regain consciousness a few moments later while lying on the floor of her foyer with an officer holding one of her arms behind her back. An officer threatened, "Ma'am, if you do not turn around, you're gonna get tased . . . again." At that moment *Moore* blacked out again, but came to a few seconds later. *Moore* concedes that throughout this struggle she engaged in "passive resistance,"<sup>4</sup> but she denies "attempt[ing] to hit or kick the officers." Eventually, the officers stood her up and placed her in handcuffs. *Moore* testified that she was tased three or four times in total during the course of these events.

The officers' account of the arrest is mostly compatible with *Moore*'s, with two significant exceptions. The officers testified that, as *Moore* retreated into the dark



foyer, Leigh grabbed her left arm (which, again, had been outside of the door) to stop her from “reaching for a nightstand” and thus prevent her from obtaining “whatever item, whether it was a gun or shoes.” At that same moment, Roberts grabbed Moore’s right arm, and Moore “pulled” Roberts inside the house. Leigh and Richey immediately came inside to help Roberts complete the arrest.

Contrary to Moore’s version of the events, the officers assert that Moore resisted by “thrashing” and “kicking,” and ignored their repeated commands to place her hands behind her back. Richey claims that Moore then kicked him in the groin, at which point he determined the situation might warrant the use of his taser to subdue her. Roberts then loudly warned Moore that she would get tased if she did not comply. After the officers repeated commands to Moore for her to put her hands behind her back and seeing no compliance, Richey “drive stunned” Moore on her lower back—that is, he removed the probes and applied the taser directly to her person while administering a shock.

Also in variance with Moore’s testimony, Richey contends that he pulled the taser’s trigger only once. This single pull initiated a five-second, continual tase. Because Moore pulled away from the taser as soon as it began shocking her, Richey quickly re-applied the device to her back as it continued the same five-second release. Corroborating Richey’s testimony, the taser’s log file confirms that the device was fired just once. After being handcuffed, Moore told Richey and a sergeant (who had been called to the scene) that she had no complaints of injuries and did not require

medical assistance. Moore was then transferred to jail. Leigh sought an arrest warrant on the basis of theft and obstructing an officer. The magistrate judge declined to issue a warrant on the theft charge because the judge had spoken with Moore at an earlier time and advised her to place Lawrence’s property in a storage facility. This prior communication between the judge and Moore came as a surprise to the officers. The magistrate nevertheless issued the warrant on the basis of felony obstruction. Accordingly, Moore was charged with obstructing or hindering a law enforcement officer in violation of Georgia law.<sup>5</sup>

## **B. The Second Incident (2015)**

A year and a half later, on November 27, 2015, Moore had a dispute with a different sublessee, Shannon Daley. Officer Law and two other officers were called to the scene and quickly learned that Moore had self-evicted Daley without a dispossessionary warrant. Daley was willing to leave but needed to re-enter the house to obtain personal property that was still in his room. Because Moore initially refused Law’s instructions to allow Daley to re-enter the house to obtain his property, Law obtained a warrant for her arrest, charging her with trespassing pursuant to O.C.G.A. § 16-10-24(a) [sic]. While Law left the scene to retrieve the warrant, another officer spoke with Moore through a window of the house. Officers warned Moore that they had obtained an arrest warrant and would arrest her unless she allowed Daley to re-enter the house to obtain his property. Moore complied and let Daley in with an officer escort. Immediately after Daley and an officer exited the home, Law recalled the warrant.[ii]

Moore filed suit against the officers and alleged they violated her rights under the Fourth Amendment by committing false arrest, illegal warrantless entry into her residence, and excessive force. The district court granted qualified immunity to all officers on all claims and dismissed the case. Moore appealed to the Eleventh Circuit Court of Appeals.

On appeal, the court first examined the claims associated with the 2014 incident, specifically, false arrest, illegal home entry, and excessive force.

have actual probable cause, but only ‘arguable’ probable cause.” *Grider v. City of Auburn, Ala.*, 618 F.3d 1240, 1257 (11th Cir. 2010) (quoting *Brown v. City of Huntsville, Ala.*, 608 F.3d 724, 735 (11th Cir. 2010). “Arguable probable cause exists where ‘reasonable officers in the same circumstances and possessing the same knowledge as the Defendants could have believed that probable cause existed to arrest Plaintiff.’” *Id.* (quoting *Kingsland v. City of Miami*, 382 F.3d 1220, 1232 (11th Cir. 2004)). This standard is objective, and it “does not include an inquiry into the officer’s subjective intent



The court first addressed the false arrest claim and addressed the legal principles that were relevant. While an arrest must be supported by probable cause to comply with the Fourth Amendment, in order for an officer to receive qualified immunity from suit, the officer must only have “arguable probable cause.” Arguable probable cause is a lower standard than actual probable cause. Specifically, the court stated An officer seeking qualified immunity “need not

or beliefs.” *Grider*, 618 F.3d at 1257. Furthermore, “[w] hether an officer possesses arguable probable cause depends on the elements of the alleged crime and the operative fact pattern.” *Id.* An officer need not prove every element of a crime in order to show she had arguable probable cause. *Id.*[iii]

The court then discussed the Georgia theft by taking statute and stated O.C.G.A. § 16-8-2, [...] prohibits a



person from “unlawfully tak[ing] or . . . appropriat[ing] any property of another with the intention of depriving him of the property, regardless of the manner in which the property is taken or appropriated.” Georgia law “defines the crime of theft by taking as the act of unlawfully taking another’s property with the intent to withhold it ‘permanently or temporarily.’” *Sorrells v. State*, 267 Ga. 236 (1996) (emphasis in original) (quoting O.C.G.A. § 16-8-1(1)(A)).[iv]

In this case, Moore admitted to the officers that she took the tenant’s property and secured it at a storage facility. The storage facility was closed at the time of the call, and as such, the tenant was deprived of his property. Therefore, the officers had probable cause, or at a minimum, arguable probable cause to arrest Moore. The court noted that the fact that a judge previously told Moore to place the tenant’s property in a storage facility, a fact they did not know at the time of the arrest, was irrelevant. What was relevant was the fact that Moore took the tenant’s property without a dispossessory warrant and without his permission. As such, the court held the officers had probable cause so the false arrest claim failed.

Second, the court examined the alleged illegal warrantless entry into Moore’s residence. The court first noted

**The Constitution allows some exceptions to the general prohibition against warrantless entry into a home, including where “exigent circumstances” exist. Id. Exigent circumstances may include “danger to the arresting officers . . . .”** Id. at 1245 (quoting *United*

*States v. Edmondson*, 791 F.2d 1512, 1515 (11th Cir. 1986)).[v]

The court also noted that Moore was argumentative with the officers as she stood at the doorway to the dark foyer of the residence. She then reached into the dark foyer in direct contradiction to the officer’s verbal commands. The court stated that it was reasonable for the officers to conclude they faced an “imminent risk of serious injury,” and as such, based upon those exigent circumstances, the entry into Moore’s residence did not violate the Fourth Amendment.

Third, the court examined the excessive force allegation. The court first examined the law related to the excessive force claim and stated

Like other Fourth Amendment inquiries, judicial scrutiny of an officer’s use of force “requires balancing of the individual’s Fourth Amendment interests against the relevant government interests.” *County of Los Angeles v. Mendez*, 137 S. Ct. 1539, 1546 (2017). **“The operative question in excessive force cases is ‘whether the totality of the circumstances justify[s] a particular sort of search or seizure.’** Id. at 1546 (alteration in original) (quoting *Tennessee v. Garner*, 471 U.S. 1, 8-9 (1985)). **We assess the reasonableness of the force used under an objective rubric that “must be judged from the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight.”** Id. (quoting *Graham v. Connor*, 490 U.S. 386, 396 (1989)). We conduct a three-part inquiry to facilitate our constitutional evaluation of an officer’s use of force by considering: “(1) the need for the application of force,

(2) the relationship between the need and amount of force used, and (3) the extent of the injury inflicted.” *Stephens v. DeGiovanni*, 852 F.3d 1298, 1324 (11th Cir. 2017) (quoting *Vinyard v. Wilson*, 311 F.3d 1340, 1347 (2002)).[vi]

The court then set out to examine the facts of Moore’s case in light of the three-part inquiry discussed above. The first factor examines the need for the application of force. In summary, Moore was uncooperative, disobeyed officers’ orders, and reached into a dark foyer, thereby creating a reasonable belief by officers that she posed an imminent threat. Further, the officers even warned Moore that she would be “tased.” As such, this factor weighed in favor of the officers.

The second factor is the relationship between the need for force and the amount of force used. The court noted that, while Moore alleged she was “tased” multiple times, the download from the taser showed that it was only used once. This was corroborated by audio from an officer’s body camera. Additionally, the officer removed the cartridge and used the device in drive-stun mode. The court stated that one use of the taser, after a physical struggle has begun, was not disproportionate to the officer’s need for Moore to submit to the arrest. As such, this factor weighed in favor of the officers.

The third factor is the extent of the injury inflicted. In this case, Moore alleged that she temporarily blacked out and has a scar. The court also noted that, at the time of the incident, the officers asked Moore if she needed medical attention, and she said she did not. The court then held that the injury alleged by Moore was

not enough to show that the use of the taser was not justified. Thus, this weighed in favor of the officers.

In light of the analysis above, the court held Moore did not meet her burden of proof by showing that the officers used excessive force in violation of the Fourth Amendment.

The final claim asserted by Moore was a false arrest claim for the incident in 2015. The court noted that in this incident, an officer obtained an arrest warrant for Moore for violating the criminal trespass statute, however, he dismissed the warrant without arresting Moore when she complied and allowed the tenant to recover his property. Moore alleged that she was effectively under “house arrest” when officers surrounded her home, even though she was never taken into custody. The court appeals stated that they did not need to address her allegation of “house arrest” because the officer had obtained a valid arrest warrant. The court stated

**The law is plain that an officer who arrests someone pursuant to a valid warrant has no liability for false arrest . . . .”**; see also *Brown*, 608 F.3d at 734 (“**An arrest without a warrant and lacking probable cause violates the Constitution and can underpin a § 1983 claim, but the existence of probable cause at the time of arrest is an absolute bar to a subsequent constitutional challenge to the arrest.**”) (emphasis added). Here, it is undisputed that Law obtained a warrant, and Moore does not challenge whether the police had a sufficient basis of probable cause to support that warrant. Accordingly, even if she could show that Law’s



actions constituted an arrest, the existence of a lawfully obtained and valid warrant precludes her claim for false arrest.[vii]

Thus, this false arrest claim failed because the officer had obtained a warrant.

Therefore, the court of appeals affirmed the decision of the district court.

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#### Citations

[i] No. 19-11647 (11th Cir. Decided March 4, 2020

Unpublished)

[ii] Id. at 3-8

[iii] Id. at 9-10 (emphasis added)

[iv] Id. at 10

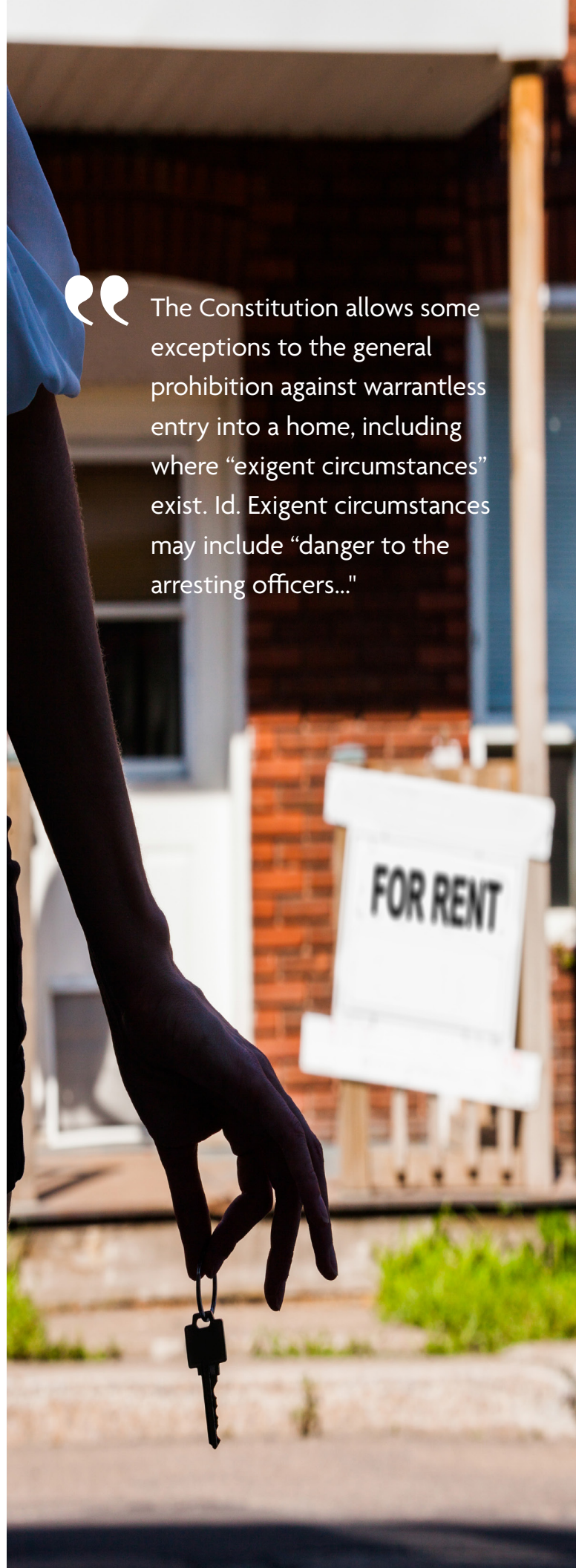
[v] Id. at 12 (emphasis added)

[vi] Id. at 13-14 (emphasis added)

[vii] Id. at 18 (emphasis added)



The Constitution allows some exceptions to the general prohibition against warrantless entry into a home, including where “exigent circumstances” exist. Id. Exigent circumstances may include “danger to the arresting officers...”





# 11 STRESS MANAGEMENT TRAINING TIPS



by Chris Ryan,  
LGRMS Loss Control Representative

Cities and Counties can't eliminate the stress your employees bring to work, but you can identify and eliminate organizational stressors. And you can provide tools and information to help workers manage their stress on their own.

Stress management expert Susie Mantell ([www.relaxintuit.com](http://www.relaxintuit.com)) is a firm believer in the power of incremental steps when trying to manage stress on the job and at home. Here are some ideas Mantell recommends that you can use for a safety meeting on stress management.

1. **Prioritize, streamline, delegate, and discard.** When facing a task, ask if it's really necessary to do today, if there's an easier way to do it, or who might be able to help.
2. **Break it up.** Take 2- to 3-minute breaks every hour throughout the workday. Mantell also urges employees to "commit to doing one fun thing every single day without exception." Laugh, play a game, or cook a meal, as long as it's enjoyable.
3. **Make time.** Build time into your schedule for creative expression, healthy eating, moderate daily exercise, time with friends, and time in nature.



4. **Be on time.** “Last minute equals high risk,” says Mantell. Running late creates stress in us as well as in others. Build in cushion time between appointments to allow for traffic and the unexpected.

5. **Send negativity flying.** If a coworker is on the warpath, visualize an airplane with an advertising banner over that person’s head. Imagine each negative word floating up into the banner, flying by, and out of view. “Getting out of the line of fire can defuse a tense moment and preclude anxiety and stress,” Mantell explains.

6. **Relax and watch what happens.** Do mini-meditations or mindful breathing while you’re shifting between tasks or in line at the cafeteria. Getting a massage, rocking a baby, rebuilding an engine, or playing an active sport can also produce a meditative state of relaxation.

7. **Get essential nutrients.** Go beyond vitamins and begin to think about daylight and laughter as essential daily nutrients. Get outside and take in some fresh air, even if it’s just 10 minutes on a wintry day.

8. **Consider what you’re consuming.** Rethink the role played by sugar, caffeine, and alcohol in your life. These can increase stress levels.

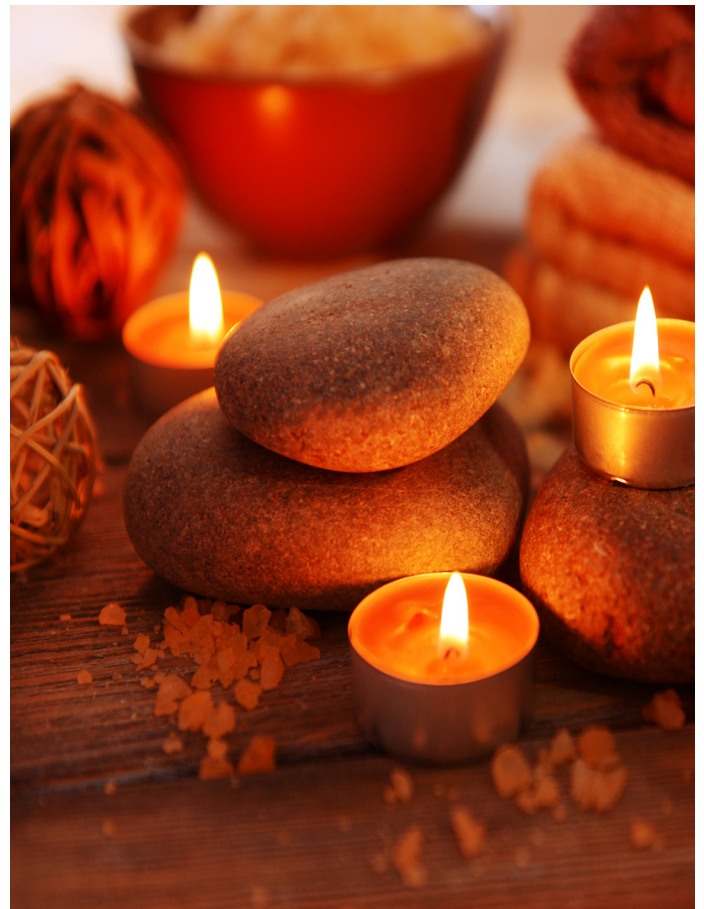
9. **Watch your words.** Negative internal chatter and self-recrimination are distracting and demoralizing. Never say anything to yourself that you wouldn’t say to your best friend.

10. **Be kind.** Do something kind for a different coworker every day. Mantell points to the “cumulative, positive transformation that takes place when it becomes second nature to create joy and reduce stress for others.”

11. **Sleep on it.** Sleep deprivation is threatening to become an epidemic in the United States, and stress is a major culprit. Try to get restful, restorative sleep every day, and watch your stress level decline.

## References

Mantell, Susie. (2000-2021). Relax Intuit LLC: Award-Winning Stress Relief. From [www.relaxintuit.com](http://www.relaxintuit.com)





# NOTES FROM THE ROAD



## EMPLOYEE STORM SAFETY

by  
Steve Shields, LGRMS Loss Control Manager

One of our members had a serious claim happen. During a major storm, a tree/limb fell on an employee seriously injuring them. This reminded me of the number of injuries employees had during Hurricane IRMA.

Several members had employees injured trying to open roads from fallen trees; only to have other trees/limbs fall and strike them. A review of the accidents proved a point. We are fighting an uphill battle and risking our employees/assets if we have them out in the middle of a storm trying to open roads, instead of waiting until it passes.

From the review, a policy was established that if wind speed is greater than 35 mph, we shelter in place until it passes. We accomplish nothing by cutting one tree out of the road only to have two more fall in its place. The same rule would apply regardless of whether it's hurricanes/hurricane remnants or severe storms.

By following this policy, we protect our employees/assets and when we clear a road, we can feel confident it is and will remain clear.

With Notes from the Road,  
Steve Shields





# SAFETY FOCUS

## National Work Zone Awareness Week

by Vincent Scott, LGRMS Loss Control Representative



National Work Zone Awareness Week (NWZAW) began in 1999. It is an annual spring campaign sponsored by federal, state, and local transportation officials to raise the public's consciousness about the need for driving safely in work zones. The campaign draws attention to the safety needs of road workers, as well as motorists. This year NWZAW will be observed on April 26th-30th.

A work zone is an area where road construction, maintenance, or utility work takes place. Safety for crews in work zones, as well as the vehicles that travel through them, is critically important. Drivers must be on watch for workers coming in and out of work zones, including flaggers who may be directing changing traffic patterns. Unfortunately, daily changes in traffic patterns, narrowed rights-of-way, and other construction activities often create a combination of factors resulting in crashes, injuries, and fatalities. The

total number of crashes in Georgia work zones resulted in 8,355 injuries and 38 fatalities in 2019.

As a driver, you should learn and abide by the following safety tips for driving in work zones:

- o **Obey the Rules of Work Zones:** (1) Pay attention, (2) Slow down (even in lighter than normal traffic), and (3) Watch for workers.
- o **Expect the Unexpected.** Things may change quickly. Normal speed limits may be reduced, traffic lanes may be closed, narrowed, or



shifted, and people may work on or near the road.

- o **Slow Down. Don't Tailgate.** Less congestion during Georgia's shelter-in-place order is not an invitation to exceed the speed limit. Keep a safe distance between you and the car ahead of you, and the construction workers and their equipment.
- o **Obey Road Crew Flaggers and Pay Attention to Signs.** Failure to obey speed limit signs or a flagger's traffic control directions can result in hefty fines and/or imprisonment.
- o **Stay Alert and Minimize Distractions.** Pay full attention to the roadway, avoid changing radio stations, and avoid using cell phones and/or other electronic devices.
- o **Keep Up with Traffic Flow.** Do not slow down to gawk at road work.
- o **Know Before You Go.** Expect delays, leave early, and schedule enough time to drive

safely. For 24/7 real-time traffic information, call 511 or visit [www.511ga.org](http://www.511ga.org) before you get into the car. And follow Georgia DOT on Twitter for additional updates.

- o **Be Patient, Stay Calm.** Crews are working to improve the road and to make your future drive better.
- o **Wear Your Seatbelt.** It is your best defense in a crash. And make sure your passengers are buckled up.

## References

American Traffic Safety Services Association (ATSSA). (2021). National Work Zone Awareness Week: Drive Safe. Work Safe. Save Lives. From <https://www.nwzaw.org/>

Georgia Department of Transportation (GDOT). (2020). Facts About Work Zone Safety. From <http://www.dot.ga.gov/DriveSmart/SafetyOperation/WorkZoneSafety/WZS-FactSheet.pdf>





# FAA UPDATES DRONE RULES



by Brent Wells,  
County Reinsurance, Limited Underwriting Group

The FAA (Federal Aviation Administration) recently announced some regulation changes that we wanted to highlight and share, as they take effect April 21. There are two new rules: (1) the Remote ID rule and (2) the Operations Over People/Vehicles and at Night rule. Both of these rules are over 200 pages long, so I will do my best to make this as concise as possible. Feel free to check here for more detailed information: <https://www.faa.gov/uas>

First, a quick recap of current FAA rules. There are currently two ways for public entities to fly a drone:

- Under the small UAS rule (part 107) – this allows operators to obtain a pilot certification and drone registration with the FAA, which then permits them to operate drones under 55 pounds with numerous restrictions: at or below 400 feet above ground level, visual line of site operation only, **no flying over people or vehicles**, **no flying at night**, no operations from a vehicle,

minimum weather visibility, restrictions near certain airspace, and more.

- Under a Certificate of Authorization (COA) – this is a specific permit granted by the FAA that waives many of the requirements above. Very useful for law enforcement operations or search and rescue.

Under the new rules, here are the changes, starting April 21:

- Remote ID – all drones will be required to have a remote identification device that broadcasts the drone's ID, location and altitude, velocity, control station location and elevation, time mark, and even emergency status. Drone manufacturers must comply by September 16, 2022 and drone operators/pilots must comply by September 16, 2023.
- o Risk Management Considerations – this

should reduce the likelihood of unauthorized use in the future. However, the risk of access points may rise for terrorism, hijacking, or masking data/ID's.

- Operation Over People/Vehicles and at Night Rule – this will loosen the two rules currently required by Part 107, the small UAS rule (see bold highlights above). In summary, the rule change allows for certain sized drones (broken up into 4 categories) to operate over people/vehicles and at night. The bigger the drone, the more requirements and restrictions must be met by the FAA.
  - o Risk Management Considerations – this will increase the use of drones over people/vehicles and at night by those operating with Part 107 requirements, which are less stringent.

We may see more law enforcement trying to fly under Part 107, versus obtaining a COA. This could in turn increase incidents.

Hope this was helpful. Drone regulation has been an ever-changing landscape of rules over the years. If you have other helpful information, feel free to share with the group! Please remember to respond to [CRLUWGroup@countyre.org](mailto:CRLUWGroup@countyre.org) when you reply to include the group.

#### References

U.S. Department of Transportation: Federal Aviation Administration (FAA). (2021). Unmanned Aircraft Systems (UAS). From <https://www.faa.gov/uas>





# INTERNAL AFFAIRS IN THE 21<sup>ST</sup> CENTURY POLICE AGENCIES

By **CHIEF RICH AUSTIN**,  
Milton Police Department,  
Georgia Association of Chiefs of  
Police



Policing in today's climate is more challenging than ever. Over the last several years, and especially within the last few months, communities have changed expectations of their police departments regarding everything from methods of engagement, to increased transparency, to use of force policy. Police departments must be ready to meet these new expectations in order to maintain trust and legitimacy

as well as to decrease, or at least mitigate, liability. And to maintain community trust, departments must also be very adept at policing their own. But does this mean that police discipline needs to become more punitive to fall in line with the renewed expectations of community members? Perhaps, surprisingly to some, best practices would indicate it should not. Actually, implementing a disciplinary



framework that is less punitive in many ways, while perhaps counterintuitive, is of paramount importance in ensuring that officers are treated fairly and equitably while simultaneously maintaining community trust.

Almost three decades ago, Chief Darrel Stephens, while serving in St. Petersburg, devised an internal affairs model that was well ahead of its time that he later also implemented within the Charlotte-Mecklenburg Police Department. The model is adaptive for agencies of most any size and for incidents ranging from courtesy complaints to excessive uses of force (Stephens, 2011). The model moves away from providing a prescribed action regarding sustained violations, but rather views each incident on its unique set of facts. And while some employees may find a level of comfort in the “mandatory sentencing” provided by a disciplinary matrix, if implemented effectively, an internal affairs policy that handles each matter as a unique event may be seen for what it truly is; a fairer, more equitable approach to police discipline that takes into full account both aggravating and mitigating circumstances.

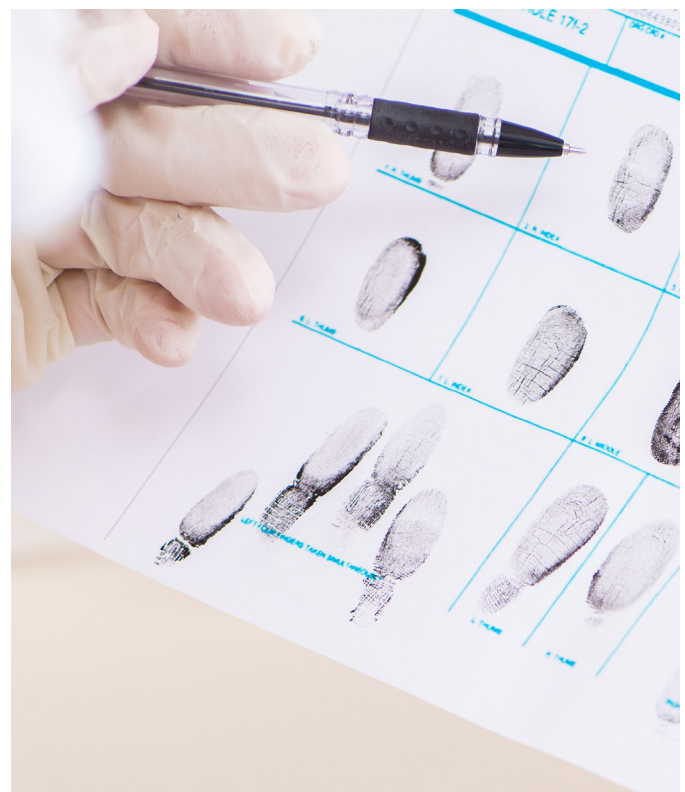
Stephens’ (2011) model places emphasis on changing officer behavior with a training focus (when appropriate) rather than making police discipline a strictly punitive paradigm. Under this education-focused model, “mistakes of the head” are treated differently from “mistakes of the heart.”

### **Disciplinary Decision Model**

While each department must decide how internal affairs will work to produce detailed and thorough investigations that will withstand increasingly external

scrutiny, when a violation is sustained through such investigation, deciding the best course of action is often the most difficult component of the case flow. Chief executives’ balance between departmental and public interests are never more important than in disciplinary decisions. But what should the department consider when making these decisions without a firm traditional disciplinary matrix? The Stephens model considers the following.

**Employee Motivation** – There is a stark difference in employees who make an error in judgement and those who intentionally commit policy violations for their own gain and/or with a lack of regard for citizens and fellow officers (Stephens, 2011). While this education-based behavior modification-focused model is not completely punitive, officers that tarnish the badge for selfish reasons must be dealt with in a manner



that maintains (or restores) the trust and legitimacy of the organization. And typically, officers within the department who are not inclined to make intentional errors and who have knowledge of the situation will be appreciative of disciplinary action that is commensurate with such policy (or law) violations. Conversely, those who make procedural errors typically need less punitive action, such as training, to change behaviors. While citizens do not expect perfection, they do expect accountability.

**Degree of Harm** – When making disciplinary decisions, it is prudent to consider the degree of harm caused by the policy violation(s) (Stephens, 2011). Degree of harm may be considered in many ways from fiscal to the action's effect on legitimacy. Over the course of a career, officers will make mistakes. However, the degree to which those mistakes cost tangibly and intangibly must be considered in disciplinary proceedings. An officer who, for instance, is at fault in a bad crash may cost the department in both repair costs and civil settlements. However, officers who commit egregious law violations may put the legitimacy of the entire department in jeopardy, thus eroding community trust.

**Intentional vs. Unintentional Errors** – Much like the concept of *Graham v. Connor*, officers often deal with rapidly unfolding situations that are dynamic in nature (*Graham v. Connor*, 1989). Often employees have scant information with which to make critical decisions. When making disciplinary decisions, it is prudent to see the action in question from the officer's perspective at the time of the policy violation. Did his or her perspective seem in line with departmental

expectations based on the limited information? If so, the violation may be unintentional and, thus, warrant less punitive measures. Intentional errors, however, are more in line with self-serving decisions that purposely move contrarily with policy and the department's values. These types of violations typically would lead to more punitive outcomes, including termination.

**Experience Level** – Newer officers are certainly more apt to make mistakes than more experienced officers. Also, officers in new assignments are more inclined to make an honest error than those more experienced in the role. Weighing an employee's experience when making disciplinary decisions is fair and pragmatic. When experience (or lack thereof) is a mitigating factor, and without other aggravating factors, often education is sufficient to address the behavior and bring the employee into compliance (Stephens, 2011). Remember, the goal is not to be punitive, but to change the behavior that constituted the policy violation.

**Employee Record** – While this decision-making model may be a different way of thinking for some chief executives, one area where this model merges with tradition is through progressive discipline. When considering the facts at hand, determining if the employee has had previous retraining in the area of violation or has had similar incidents is important in the progressive discipline process. This is where otherwise non-punitive measures may turn punitive. Even regarding merely procedural errors, repeated mistakes may be indicative of overall performance issues. Departments would do well to have a solid performance plan that works to retrain and retain

when possible. However, the hard truth is that police work is demanding and not everyone is capable of doing the job. If there is a certain area where an employee does not have the ability to consistently perform at standard, then perhaps a move to a more specialized non-sworn position or another profession altogether may be in order. These are often the most difficult decisions for chief executives, because while these violations are not singularly egregious, they are

the internal affairs (IA) process through the lens of procedural justice.

**Fairness** – IA staff should explain to employees the allegation(s) and remind officers that all complaints are handled consistently and that they will have an opportunity to provide an appropriate rebuttal to any allegations of policy violations. Investigators are encouraged to build a rapport with accused employees



nonetheless intolerable.

#### Processing Internal Affairs Complaints in a Procedurally Just Manner

And while arriving at difficult disciplinary decisions is one of the toughest parts of a chief executive's role, another very important component of the internal affairs process is ensuring all employees are treated with professionalism throughout the process. We expect officers to treat all citizens with dignity and respect and officers should be afforded the same fair treatment internally. According to the U.S. Department of Justice, Community Oriented Policing Services, procedural justice involves the tenets of fairness, transparency, voice, and impartiality (<https://cops.usdoj.gov/procdceduraljustice>). The following discuss

throughout the investigation and be accessible in case questions arise regarding the investigative process.

**Transparency** – IA staff should also keep officers in the communication loop regarding investigations. Undergoing an internal investigation is typically stressful for officers, even when there is a high probability of clearance. IA staff should check in with officers regularly to apprise them of the progress of the investigation and ensure officers that the internal lines of communication are open. Officers should know that the IA process is not conducted in secrecy, but rather as openly and transparently as the investigation dictates. Especially when employees will likely be subject to discipline in a disciplinary proceeding, they should have access to the completed investigation before a final



decision is rendered, so that they may understand why the complaint was determined to be sustained. Being transparent in this manner is also a valuable component of fairness.

**Voice** – Officers, of course, typically provide statements within IA investigations. Asking open-ended questions to officers during interviews and allowing employees to be completely heard may very well help them view the process as what it is; an inquiry to find the truth and to take appropriate corrective action. Just as in citizen encounters, officers that have a voice in the process and feel that they have been heard completely, are more apt to view the process as fair and objective.

**Impartiality** – It is commonly known that citizen complaints must be judged on the facts specific to the case at hand and not the complainant's unrelated criminal record. In much the same vein, while an officer's previous record must be taken into account to align with progressive discipline, past policy violations that are unrelated to the behavior in the sustained violation at hand must be considered in context and not drive the disciplinary decision. This emphasizes to officers that the organization understands the complexity of police work and that moving past honest errors in the lifetime of a career is possible.

## **Conclusion**

Discipline within police agencies is of paramount importance both internally and externally and is one of the most complex components of police management and leadership. Utilizing a sound decision-making model such as the one presented herein is vital in ensuring that

officers are treated professionally, and that discipline within the organization is fair and consistent. This can lead to higher morale and positive retention. When officers are treated in a procedurally just manner and they understand the value of a disciplinary philosophy that takes into account the variables of the very difficult work they do, they are much more apt to see the disciplinary process as fair and equitable and that focuses on correcting behaviors through appropriate training rather than a strictly punitive paradigm.

## **References**

Graham v. Conner, 490 U. S. 386 (1989)  
Stephens, D. W. Police Discipline: A Case for Change.  
U. S. Department of Justice, National Institute of Justice  
<https://nij.ojp.gov/library/publications/police-discipline-case-change> (2011).

Charlotte-Mecklenburg Police Department, "Directive 100 – 104: Discipline Philosophy", Interactive Directives Guide, Charlotte, N.C.: Charlotte-Mecklenburg Police Department, 2001.

## **Biography**

Dr. Rich Austin has been the Chief of the Milton Police Department since January 2017. Prior to that, he retired as a captain from the Charlotte-Mecklenburg Police Department where he held various assignments during his 25+ year career, including assignments as an internal affairs investigative sergeant and internal affairs commander. He is also the former Training Director for the North Carolina Internal Affairs Investigators Association. He may be reached at [rich.austin@cityofmiltonga.us](mailto:rich.austin@cityofmiltonga.us).



# Fun WITH SAFETY

Who said safety can't be fun? Test your knowledge and see how much you have retained from the articles in this month's SHARE Newsletter. The puzzles below and on the adjoining page can be solved using words and clues scattered throughout the publication.

**Check your answers to the crossword puzzle on p. 30.**

## SHARE Word Search - April

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| W | K | E | Y | T | K | S | E | N | O | Z | K | R | O | W |
| D | O | Y | Q | M | U | F | T | G | P | K | B | U | C | D |
| R | W | L | O | U | L | O | U | R | P | X | F | K | R | R |
| X | E | Q | F | Y | I | V | N | Q | E | J | L | M | I | O |
| B | A | P | I | C | A | T | F | R | D | S | U | B | S | N |
| D | P | N | C | L | I | M | A | H | U | U | S | D | I | E |
| R | G | D | E | G | T | F | Y | B | G | B | U | O | S | S |
| O | C | R | U | Q | F | K | F | C | L | C | E | K | R | R |
| L | T | K | V | U | U | U | T | A | I | Y | G | K | S | S |
| D | E | E | P | S | D | N | I | W | R | L | A | P | I | C |
| N | I | C | J | Z | I | R | C | T | S | T | O | K | G | O |
| A | L | A | N | O | I | T | N | E | T | N | I | P | D | O |
| L | C | O | M | M | U | N | I | T | Y | T | R | U | S | T |
| F | O | U | R | T | H | A | M | E | N | D | M | E | N | T |
| B | L | N | D | B | G | H | R | D | H | H | O | E | P | C |

Alert

Crisis

Flying

Landlord

Traffic Flow

Burnout

Drones

Fourth Amendment

Policy

Wind Speed

Community Trust

Equitably

Intentional

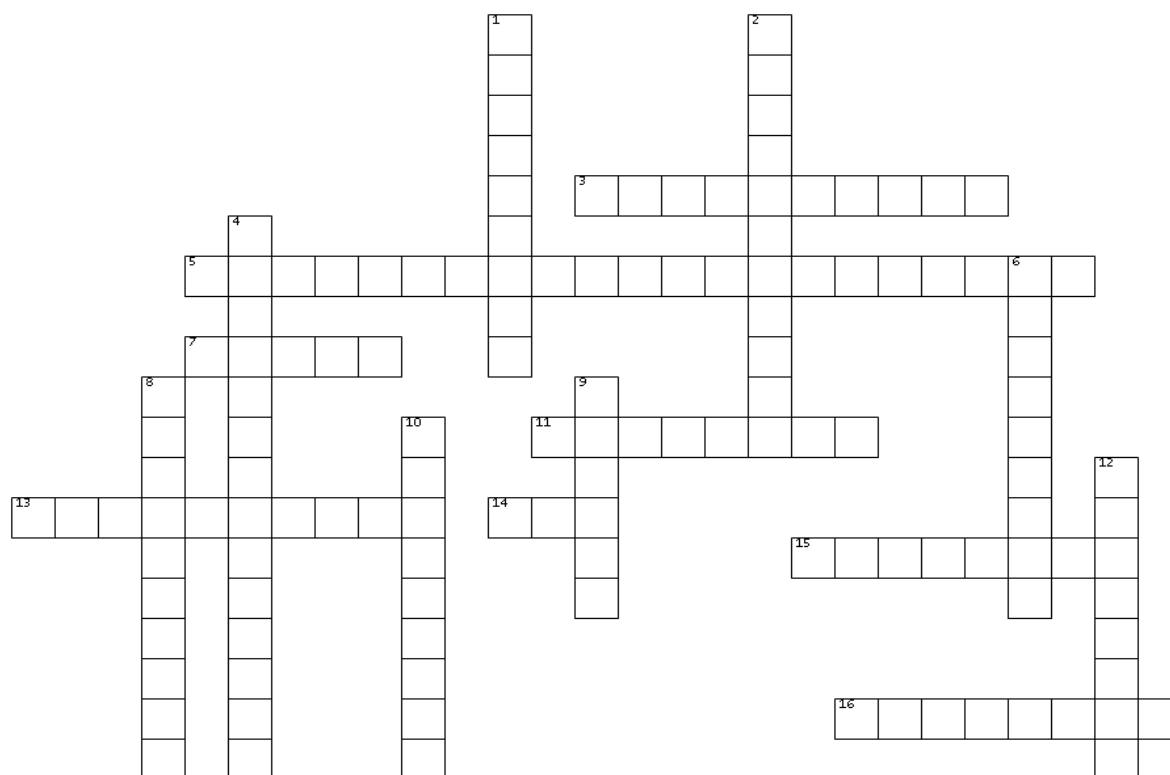
Stressors

Work Zones

# APRIL SHARE Crossword PUZZLE



## SHARE Crossword Puzzle - April



### ACROSS

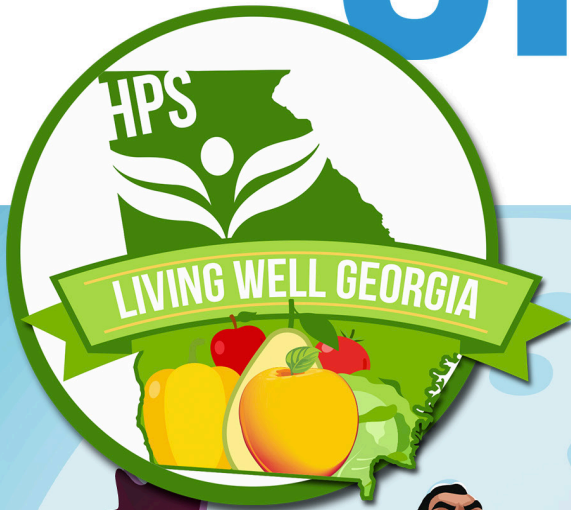
3. organization LGRMS worked with to develop the crisis coordinator certification program
5. national annual spring campaign about driving safely in work zones
7. unmanned aircraft that can be remotely controlled or autonomously navigated
11. wearing this is the best defense in a crash
13. a state of relaxation
14. organization responsible for updating drone rules and regulations
15. when circumstances do this, they turn into a crisis
16. this profession is more challenging than ever in today's climate

### DOWN

1. they and assets are at risk if they are out in the middle of a storm
2. time built in to allow for traffic and the unexpected
4. bench that has statewide appellate jurisdiction
6. burnout is a cumulative process marked by this kind of exhaustion and withdrawal
8. build this using stress relief techniques and lifestyle habits
9. person who occupies land or property rented from a landlord
10. rate at which air is moving
12. police chief who devised an education-focused model



LIVING WELL GEORGIA



## SUPERMEN & SUPERWOMEN

Stress in Local Government...  
and a Forum Call...



by Candace Amos,  
LGRMS Health Promotion Representative

According to the American Institute of Stress, burnout is a cumulative process marked by emotional exhaustion and withdrawal associated with increased workload and institutional stress.

Increased workloads and institutional stress sounds just about right while working in local government. So, how do you deal with it? How do you cope with stress? How do you continue to do your job effectively with all the extra demands? How do you be “Supermen and Superwomen”, wear your cape that embodies strength, and still make sure you’re okay?

It starts with being intentional. You have to be intentional about taking care of yourselves and preparing for the journey ahead. To battle burnout, take on stress with the following superpowers.

- Recognize and Respond

- Recognize

- o Be aware of when you’re stressed.
    - o Pay attention to how stress affects you.
    - o Identify your external and internal stressors.

- Respond

- o Act on stressors that you can change.
    - o Set lifestyle goals.
    - o Prioritize activities that will help you reduce stress.
    - o For stressors you cannot change, build resiliency using stress relief techniques and lifestyle habits.

- Perfect Perspective

- Build resiliency through perfecting your

perspective.

- o Think positive.
    - o Be mindful.
    - o Stay connected.
    - o Remain hopeful.
  - Balance Body
    - Build resiliency through balancing your body.
      - o Eat well.
      - o Engage in activity.
      - o Get enough rest.
      - o Limit alcohol, caffeine use, and avoid tobacco/smoking.

One way to improve your ability to cope with stress and feel better is to make a commitment to healthier habits and being more aware. Not only physically, but emotionally and mentally too. If you set goals to make these ideas a reality in your lifestyle, you’ll start to feel the difference, but you’ll also see results in multiple areas of your life. Sometimes, it’s easier said than done when trying to make changes in your life, but it all starts with a conscious decision to make that first step. The first strategic move towards taking on stress.

By giving these strategies a try, you’re showing yourself that you’re not fleeing from any stressors. You’re finding ways that you can deal with stress to help battle burnout. You’re using your superpowers. And there are many ways you can improve your health, as well as your employees’ health. You can start by participating in the LGRMS HPS Forum Call, in which we’ll go over a Health Toolkit that provides “tools” to promote health in your organization.







## Warm Weather HAZARDS They're Back!

## Hazards to Outdoor Workers

Outdoor workers – including water, wastewater, parks, groundskeepers, public works, streets, police, and fire – can be exposed to physical hazards and biological hazards. Employers should train their workers about their workplace hazards, including hazard identification and recommendations for preventing and controlling their exposures.

### Sun and Heat

Extreme heat can cause heat stroke, heat cramps, heat exhaustion, and heat rash. Take shade breaks and hydrate throughout the work shift. Ultraviolet radiation (UV) can cause sunburn and, potentially, skin cancer. Limit skin exposure by wearing longsleeved shirts, long pants, and hats. Use sunscreen, and reapply when needed.

### Insects

Diseases may be spread by mosquitos and ticks. Mosquito-borne diseases include West Nile virus; tick-borne diseases include Lyme disease. Limit skin exposure (follow the same clothing recommendations as for sun and heat) and use repellent. Be aware of spiders (black widows, brown recluse) in dark moist places, heavy bush, or trash. Stinging insects, such as bees, wasps, yellow jackets, ants, and scorpions, can be found everywhere. Wear gloves when moving materials or trash and be alert for nests in the ground or on trees or bushes.

### Animals and Other Critters

Threats include venomous snakes (rattlesnakes, copperheads, cottonmouth water moccasins, and

coral snakes). Rattlesnakes and copperheads range throughout the state; cottonmouths generally range from Middle Georgia to South Georgia, and coral snakes are common in South Georgia. Along with the above clothing recommendations, heavy boots and chaps can provide additional protection.

### Poisonous Plants

Poison ivy, poison oak, and poison sumac can cause allergic reactions from skin contact. They can also be dangerous respiratory hazards if they are burned. In addition to long sleeves, long pants, and gloves, use barrier creams prior to exposure, and thoroughly wash affected areas immediately after exposure. Keep in mind that your clothing could still have residue, so carefully wash them separately from other clothing.

### Other Hazards

Outdoor workers may encounter other hazards in addition to the physical and biological hazards described here. They may be exposed to pesticides or other chemical hazards, traumatic injury hazards, or other safety and health hazards depending on their specific job and tasks. Employers should train outdoor workers about their workplace hazards, including hazard identification and recommendations for preventing and controlling their exposures.

*For more information, contact your county extension agent at <https://extension.uga.edu/county-offices.html> or visit the CDC website at [www.cdc.gov/niosh/topics](http://www.cdc.gov/niosh/topics).*





# General Self Inspection Program

[Click Here to Print Form](#)

Location, Area, or Department: \_\_\_\_\_ Date: \_\_\_\_\_

Surveyor: \_\_\_\_\_

## General Evaluation

|                       | Needs<br>Action | Needs<br>Improvement | Good  | Very Good |
|-----------------------|-----------------|----------------------|-------|-----------|
| A. Property/Liability |                 |                      |       |           |
| a. Fire protection    | _____           | _____                | _____ | _____     |
| b. Housekeeping       | _____           | _____                | _____ | _____     |
| c. Slip/trip/fall     | _____           | _____                | _____ | _____     |
| d. Public safety      | _____           | _____                | _____ | _____     |
| B. Employee Safety    |                 |                      |       |           |
| a. Safety meetings    | _____           | _____                | _____ | _____     |
| b. Safety rules       | _____           | _____                | _____ | _____     |
| c. Work conditions    | _____           | _____                | _____ | _____     |
| d. Auto/equipment     | _____           | _____                | _____ | _____     |

## Property/Liability

|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| Fire protection   | <input type="checkbox"/> | <input type="checkbox"/> |
| Emergency numbers posted  | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire extinguishers available/serviced   | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire alarm panel showing system is operational; no warning lights.              | <input type="checkbox"/> | <input type="checkbox"/> |
| Automatic sprinkler system control valve locked in open position.               | <input type="checkbox"/> | <input type="checkbox"/> |
| Automatic sprinkler heads clear of storage within three feet.                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Flammable, combustible liquids stored in UL-listed containers.                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Flammable, combustible liquid containers stored in proper cabinet or container. | <input type="checkbox"/> | <input type="checkbox"/> |
| Smoking, No Smoking areas designated/marked.                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Any cigarette butts noticed in No Smoking areas.                                | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: \_\_\_\_\_

## Housekeeping

|  |                          |                          |
|--|--------------------------|--------------------------|
| Stairwells clear of combustible items.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Furnace, hot water heater, and electrical panel areas clear of combustible items.                | <input type="checkbox"/> | <input type="checkbox"/> |
| Work and public areas are clear of extension cords, boxes, equipment, or other tripping hazards. | <input type="checkbox"/> | <input type="checkbox"/> |
| Floor surfaces kept clear of oils, other fluids, or water.                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Stored items are not leaning or improperly supported; heavy items are not up high.               | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: \_\_\_\_\_

## Slip/Trip/Fall

|   |                          |                          |
|---|--------------------------|--------------------------|
| Stair treads are in good condition; not worn, damaged or loose.                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Handrails for all stairs/steps.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Guardrails for all elevated platforms.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Stair handrails are in good condition; not loose or broken.                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Floor surfaces are even, with non-slip wax if applicable.                       | <input type="checkbox"/> | <input type="checkbox"/> |
| All rugs are held down or have non-slip backing.                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Any holes, pits or depressions are marked with tape, barricades, or guardrails. | <input type="checkbox"/> | <input type="checkbox"/> |
| Wet floor signs are available and used.   | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: \_\_\_\_\_



## General Self Inspection Program

### Public Safety

|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| Public areas kept clear of storage and supplies.                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Emergency lighting for public assembly areas in buildings.            | <input type="checkbox"/> | <input type="checkbox"/> |
| Evacuation plans posted for public assembly areas in buildings.       | <input type="checkbox"/> | <input type="checkbox"/> |
| Public areas have necessary warning or directional signs.             | <input type="checkbox"/> | <input type="checkbox"/> |
| Construction work has barriers, covers, and markings.                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Street and road signs noted in good condition, clear of obstructions. | <input type="checkbox"/> | <input type="checkbox"/> |
| Sidewalks smooth and even; no holes, no raised or broken areas.       | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: \_\_\_\_\_

### Employee Safety

#### Safety Meetings

|  |                          |                          |
|--|--------------------------|--------------------------|
| Held in the department.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Meetings held ____ monthly ____ quarterly ____ other _____; documented | <input type="checkbox"/> | <input type="checkbox"/> |
| Different topic each time.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Covers department safety rules.  | <input type="checkbox"/> | <input type="checkbox"/> |

#### Safety Rules

|  |                          |                          |
|--|--------------------------|--------------------------|
| Rules specific for this department.          | <input type="checkbox"/> | <input type="checkbox"/> |
| Rules are written, posted in the department. | <input type="checkbox"/> | <input type="checkbox"/> |
| Reviewed with new employees.                 | <input type="checkbox"/> | <input type="checkbox"/> |

#### Work Conditions

|                       |              |                              |                      |                       |
|-----------------------|--------------|------------------------------|----------------------|-----------------------|
| Employees exposed to: | ____ Heat    | ____ Cold                    | ____ Rain/sleet/snow | ____ Use of chemicals |
|                       | ____ Noise   | ____ Work in confined spaces |                      | ____ Work in trenches |
|                       | ____ Traffic | ____ Blood/body fluids       | ____ Other _____     |                       |

Proper personal protective equipment available

Respirators, goggles, face shields, chemical gloves, traffic vests, appropriate clothing

Trench boxes/shoring for trenching, ear plugs/muffs, body armor (law enforcement)

Confined space equipment, harness, air testing equipment, ventilation equipment, tripod

Fire department turn-out gear, blood-borne pathogens kits

|   |                          |                          |
|---|--------------------------|--------------------------|
| Personal protective equipment required to be worn.                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Employees trained on proper use.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Equipment properly maintained.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Shop equipment has proper guards to protect from pinch or caught-between type injuries. | <input type="checkbox"/> | <input type="checkbox"/> |
| Chemicals used in the department.   | <input type="checkbox"/> | <input type="checkbox"/> |
| MSDS sheets available; employees trained on hazards, proper use, proper PPE to use.     | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: \_\_\_\_\_

### Auto and Equipment

|  |                          |                          |
|--|--------------------------|--------------------------|
| Seat belts provided.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Seat belts required to be used.                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Drivers noted wearing seat belts.                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| All lights working including strobe lights, turn signals.            | <input type="checkbox"/> | <input type="checkbox"/> |
| Tires in good condition, tread, sidewalls.                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Glass in good condition; not cracked, broken.                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Reflective tape, signs in good condition.                            | <input type="checkbox"/> | <input type="checkbox"/> |
| Any periodic, documented, self-inspection of the vehicles/equipment. | <input type="checkbox"/> | <input type="checkbox"/> |
| Proper guards on mowers, other equipment.                            | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: \_\_\_\_\_

# Safety Meeting Attendance Sign Up Sheet

[Click Here to Print Form](#)

City/County: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Topic: \_\_\_\_\_

Attendees:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Next meeting scheduled for \_\_\_\_\_

Safety Coordinator \_\_\_\_\_





# LGRMS CONTACTS 2021

## LGRMS HOME OFFICE

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(continued)

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## JOB POSTING

Do you possess a high level of customer service, team membership, communication and influence skills? Would you like to see your name listed among our team members? If so, this may be the position for you.

LGRMS IS SEARCHING FOR A

**SOUTH GEORGIA  
RISK CONSULTANT**

If Interested, please send your cover letter and resume to:  
[applications@gmanet.com](mailto:applications@gmanet.com)

# SHARE

**APRIL 2021**  
**ISSUE #4**

## ANNOUNCEMENTS



### INTERESTED IN APPLYING

Send your cover letter and resume to: [applications@gmanet.com](mailto:applications@gmanet.com)

# HELP WANTED!

LGRMS IS SEARCHING FOR A

**SOUTH GEORGIA  
RISK CONSULTANT**

**SEE DESCRIPTION BELOW**

### MINIMUM QUALIFICATIONS

Bachelor's degree in related field required; some experience in program administration or a related field; or an equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

- Career development strongly encouraged, with a potential for growth/advancement within LGRMS, GMA and ACCG
- Competitive salary and strong benefits package

### Go to:

[www.lgrms.com/resources](http://www.lgrms.com/resources)  
for more information.

### Location:

This position will be responsible for supporting approximately 200 members within Southern Georgia Region. The Southern Georgia Region has not been formally defined, but it is roughly the line from Quitman County/Georgetown to Effingham County/Springfield. It is preferable the person that holds the position live within or near the Southern Georgia Region.

### Salary/Benefits:

- Strong family and team working environment
- Ability to positively impact member employees' and citizens lives
- Based on the candidate's experience, we offer a six-month to two-year onboarding process to ensure their success in this new role

### The Ideal Candidate's Background/Experience:

- Although the Loss Control Consultant position reports to the Loss Control Manager, there is a great deal of independence and autonomy. Candidates should have a proven record of self-management and motivation.
- The position requires a high level of customer service, team membership, communication (written/verbal), and influence skills. Candidates should have a proven record of presenting, influencing or leading people from all levels of an organization.
- This position requires a high level of analytical and problem-solving skills. Candidates should have a proven record of conducting surveys or evaluations, loss & root-cause analysis, and making sound recommendations for long-term sustainable corrective actions.

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LOCAL GOVERNMENT RISK  
MANAGEMENT SERVICES,  
INC., - A Service Organization  
of the ASSOCIATION COUNTY  
COMMISSIONERS OF GEORGIA  
and the GEORGIA MUNICIPAL  
ASSOCIATION

# VISIT THE LGRMS WEBSITE

For more information.

[www.lgrms.com](http://www.lgrms.com)

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[Contact List Form](#)



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