



Guidelines for Policy Development

for

Law Enforcement Agencies



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Public Safety Policy Development Guidelines

The Public Safety Advisory Committee (PSAC) in conjunction with Oregon OSHA developed these recommendations for law enforcement agencies. Fire departments, parole and probation agencies, corrections institutions, and other public safety organizations may also benefit from these guidelines.

The PSAC believes that agencies developing and implementing policy in these areas will improve employee safety and health.

Motor Vehicle Operation

Develop and implement a motor vehicle operation policy. Officers must conform to state statutes, rules, and agency policy.
(OAR 437-002-2224 and 2225)

Motor Vehicle Maintenance

Develop and implement a motor vehicle maintenance policy. At a minimum, the policy should address the following:

- a. Tires – Base the selection on the type of vehicle and agency's need
- b. Tread bars – Follow tire manufacturer's recommendations
- c. Fluid levels – Check daily before operation
- d. Installed emergency equipment (e.g., radios, computers, light bars, siren, emergency lighting) – Check daily before operation

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- e. Original equipment (e.g., headlights, horn, backup lights, turn signals, chains, seat adjustment, spare tire) – Check daily before operation
(**OAR 437-002-2224** and **2225**)

Motor Vehicle Emergency Equipment

Develop and implement a policy that addresses emergency equipment required in fleet motor vehicles. At a minimum, the policy should address the following items:

- a. Traffic cones and road flares
- b. Crime scene tape
- c. First aid kit
- d. Local, county, and state accident report forms
- e. Gloves
- f. Face shields and spit hoods
- g. Blankets
- h. High visibility upper body garments



OAR 437-002-0128 – High Visibility Garments. Employees exposed to hazards caused by street and highway traffic and on-highway type moving vehicles in construction zones must wear highly visible upper body garments. The colors must contrast with other colors in the area sufficiently to make the worker stand out. Colors equivalent to strong red, strong orange, strong yellow, strong yellow-green or fluorescent versions of these colors are acceptable. While working in the dark, the garments must also have reflective material visible from all sides for 1,000 feet.
www.orsosha.org/pdf/rules/division_2/div2_i.pdf

Communication

Develop and implement a communications policy to include the following:

- a. A means for all officers to communicate electronically
- b. A process and mechanism to report problems
- c. A way to identify and communicate the location of electronic dead spots

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- d. A problem solving process for communication deficiencies

Emergency Response

Develop and implement policies to address the following:

- a. Fire, earthquake, flood, and extreme weather conditions
- b. Corrections issues
- c. Bomb threats
- d. Hazardous materials
- e. Medical record retention

OAR 437-002-1910.120, www.oro sha.org/pdf/rules/division_2/1910-120.pdf and www.oro sha.org/pdf/rules/division_2/div2z-1020-accesstoempexp.pdf

Critical Incident Stress Debriefing

Develop and implement a policy and procedure for critical incident stress debriefing that addresses the needs of agency staff.

Ergonomic Evaluations and Concerns

Develop and implement policies to address the following:

- a. Reporting work-related musculoskeletal disorders (MSDs) to management
- b. Procedures to reduce or eliminate the source of MSDs

Employee Injuries and Illnesses

OAR 437-001-0700(21) – addresses reporting requirements for fatalities, catastrophes, and injuries resulting in overnight hospital admission with medical treatment other than first aid.

www.oro sha.org/pdf/rules/division_1/437-001-0700-21.pdf

OAR 437-001-0760(3) – requires employers to investigate all lost time injuries suffered by employees in connection with their employment. www.oro sha.org/pdf/rules/division_1/437-001-0760.pdf

Notification of Safety Concerns

Develop and implement policies for reporting safety and health concerns.

OAR 437-001-0765 – describes rules for administering safety committees and safety meetings. www.oro sha.org/pdf/rules/division_1/437-001-0765.pdf

OAR 437-001-0285, 0290 and 0295 – describes procedures for filing complaints with Oregon OSHA. www.oro sha.org/pdf/rules/division_1/437-001-0285-0295.pdf

Agency Training Policy

Develop and implement written training policies and procedures. Most training requirements do not require written programs. See Oregon OSHA's *"Be Trained: A Guide to Oregon OSHA's Safety and Health Training Requirements"* for information about training requirements. www.oro sha.org/pdf/pubs/3311.pdf

Firearms Training (Noise and Lead Exposure)

Firearms instruction is one of the most dangerous training activities. Develop policies and procedures to address the following:

- a. Wear eye protection on an active firing range. **OAR 437-002-1910.133**. www.oro sha.org/pdf/rules/division_2/div2_i.pdf
- b. Wear ear protection on an active firing range. Implement a hearing conservation program and provide audiological evaluations (hearing tests) from a licensed or certified audiologist, otolaryngologist, other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation. **OAR 437-002-1910.95**. www.oro sha.org/pdf/rules/division_2/1910-95.pdf
- c. Maintain communication with participants at all times.

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- d. Brief all participants on range safety before firing.
 - e. Provide on-site running water and flush toilets for participants. **OAR 437-002-0141**. www.oro sha.org/pdf/rules/division_2/1910-141.pdf
 - f. Report all injuries immediately to the rangemaster or instructor.
 - g. Perform air monitoring to determine worst-case lead exposures. Establish blood lead testing frequency based on monitoring results.
 - h. Collect and test range soil for lead levels. Establish a sampling strategy. **OAR 437-002-1025**. www.oro sha.org/pdf/rules/division_2/div2z-1025-lead.pdf

Personal Protective Equipment (PPE)

Develop and implement a PPE policy. Agencies must assess the need for PPE based on specific assignment and provide training on equipment as required. Oregon OSHA considers body armor to be PPE. www.oro sha.org/pdf/pds/pd-211.pdf.

OAR 437-002-1910.132(d) – Hazard assessment and equipment selection states that the employer must determine if hazards, requiring personal protective equipment (PPE), are present in the workplace. If hazards are present, or likely to be present, the employer must make sure affected employees use appropriate and properly fitting PPE. The employers must also document the hazard assessment with the name of the evaluator, workplace evaluated, and date of evaluation. www.oro sha.org/pdf/rules/division_2/div2_i.pdf



Bloodborne Pathogens

In situations where employees have exposure to bloodborne pathogens, agencies must have a written exposure control plan that includes provisions for employee protection (e.g., masks, gloves, shoe or boot coverings, breathing masks). Develop written procedures covering body searches, accident-scene personal protection, personal-confrontation-protection procedures, and reporting procedures. **OAR 437-002-1030.** www.oro sha.org/pdf/rules/division_2/div2z-1030-bloodborne.pdf

Tuberculosis (TB)

Develop and implement a policy for dealing with TB exposures including reporting, ventilating, and isolating the exposure. Consider policies around other biological exposures including pandemic flu. www.oro sha.org/subjects/pandemic.html. Provide respirators when they are necessary to protect the health of the employee. **OAR 437-002-1910.134.** www.oro sha.org/pdf/rules/division_2/1910-134.pdf

Hazard Communication

Develop and implement a hazard communication policy that includes the following:

- a. Proper containers and storage (including ventilation) for confiscated materials
- b. Hazard communication training

OAR 437-002-1910.1200. www.oro sha.org/pdf/rules/division_2/div2z-1200-hazcom.pdf

Narcotics Teams

Develop policies and procedures for narcotics teams. The following areas should be covered:

- a. Entries
- b. Back-out situations after the area is secured
- c. Exposure to hazardous substances
- d. Medical monitoring and employee rights



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