



ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: RISK MANAGEMENT - PROGRAM DESCRIPTIONS AND OBJECTIVES

- A. Definitions
 - 1. Risk management is the minimizing, through identification, evaluation and control, of adverse effects directly associated with non-predictable circumstances.
- B. Objectives
 - 1. In accord with its risk management program, Dane County seeks to eliminate, economically assume, or transfer risks related to its operations. Specific program objectives are:
 - a) Minimize the aggregate costs of risks.
 - b) Protect against losses which would compromise the financial or personnel resources of the County.
 - c) Strictly adhere to all ordinances, laws and statutes.
 - d) Operate a comprehensive loss protection program.
- C. Responsibilities
 - 1. County Executive
 - a) Assures appropriate funding in place to cover premiums and losses
 - 2. Public Protection and Judiciary Committee
 - a) Recommends denials for claims
 - b) Recommends approval of uninsured claims
 - 3. County Board
 - a) Approves denial of claims
 - b) Authorizes settlement of uninsured claims
 - 4. Director of Administration
 - a) Implements policy
 - b) Establishes continued review of risk management procedures and programs
 - 5. Department Heads
 - a) Familiarizes staff with reporting procedures and program objectives
 - b) Insures departmental risk management reporting responsibilities are properly discharged.
 - 6. Risk Manager
 - a) Identifies areas of risk and measure the amount of liability.
 - b) Implements established risk management policy.
 - c) Develops and maintain effective coverage on all insurable risks.
 - d) Selects the carrier most advantageous to the County.
 - e) Establishes and administers appropriate record keeping and reporting systems.
 - f) Briefs the Director of Administration on recommended risk management practices.



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GENERAL

- A. Property
- 1) Risks identified: Damage or destruction to County property and property of others on County premises; by fire, lightning, explosion, riot, civil disturbance, smoke, windstorm, aircraft, vehicles, vandalism, malicious mischief, or water damage.
 - 2) Policy Objective: Secure comprehensive coverage for all County buildings and their contents, including extended coverage, vandalism, and malicious mischief endorsements.
- B. Direct Loss
- 1) Risks Identified: Direct loss to property by burglary, robbery, larceny, theft, embezzlement, forgery, fraud, misplacement, unexplained disappearance, fire, loss of securities, or money.
 - 2) Policy objective: Secure comprehensive bond and crime coverage for all employees.
- C. Liability
- 1) Risks Identified: Liability judgments resulting from injury to persons and property as a result of County activities.
 - 2) Policy objective: Secure comprehensive general liability coverage with adequate limits to meet current judgment awards. Reduce the possibility of injury, and subsequent legal action, by maintaining the County's premises in a safe and orderly manner.
- D. Judgment-Personal and Property Damage
- 1) Risks identified: Liability judgments from bodily injury and property damage caused by County officials and employees while operating vehicles on County business.
 - 2) Policy objective: Secure comprehensive scheduled automobile coverage for liability from use of County and non-County vehicles.
- E. Judgment - Errors and Omissions
- 1) Risks identified: Liability judgments against officials and employees (either elected or appointed) resulting from mismanagement, "errors and omissions", or civil acts.
 - 2) Policy objective: Secure comprehensive personal injury and "errors and omissions" coverage combined with professional liability coverage, where needed.
- F. Occupational Safety and Health (OSHA)
- 1) Risks identified: Coverage shall include any and all liability judgments resulting from incidents covered by OSHA standards adopted by the State of Wisconsin.
 - 2) Policy objective: Fully comply with OSHA standards adopted by the State of Wisconsin. Review and evaluate the standards established. Develop appropriate compliance procedures.



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SPECIFIC COVERAGES

- A. Public Liability
- 1) Risks identified: Claims made against the County by the members of the public who allege that they have suffered bodily injury or damage to their property.
 - 2) Policy objective: Protect against losses resulting from claims for bodily injury and property damage which arise out of County operations, including property conditions and actions of County officers and employees including, but not limited to the following activities:
 - a) Use of automotive equipment; owned, rented, leased or borrowed.
 - b) Injuries to members of the public received as a result of dangerous and defective condition of public property or resulting from County operations.
 - c) Damage to property of others resulting from Dane County's operations.
 - d) Injuries to members of the public, due to actions of Dane County's employees or agents. This program does not cover damage to County-owned, rented, leased or borrowed equipment.
- B. Law Enforcement False Arrest
- 1) Risks identified: Acts committed by sworn members of Dane County's law enforcement agencies during the discharge of their official duties.
 - 2) Policy objective: Defense and payment of claims resulting from the following types of incidents: false arrest, false imprisonment, libel, slander, violation of property rights, assault and battery (occasioned in the course of making or attempting to make an arrest or while preventing an attempt to escape).
- C. Hospital and Medical Profession
- 1) Risks identified: Liability related to hospital and medical malpractice not covered by other policies.
 - 2) Policy objective: Payment of legal obligations resulting from the performance of medical services.
- D. Fire and Extended Coverage
- 1) Risks identified: Loss or damage to County and structures and their contents from fire, windstorm, hail, explosion, civil disturbance, smoke, aircraft, or vehicles.
 - 2) Policy objective: In the event of damage or loss recover the replacement cost of buildings and their contents.
- E. Builders Risk
- 1) Risks identified: Loss or damage occurring during construction to any County building project due to fire, smoke, wind, hail, explosion, civil disturbance, and damage done by aircraft or vehicle.
 - 2) Policy Objective: In the event of damage or loss, recover the replacement cost of buildings and their contents.



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- F. Boiler and Machinery
- 1) Risks identified: Damage or loss to owned and non-owned property by explosion of steam boilers, compressors, or air conditioning units.
 - 2) Policy objective: Recover damage, loss, or repair costs including damage to third parties resulting from boiler, compressor or air conditioning unit explosion, including sudden and accidental tearing, crushing inward, cracking, breaking, or bulging.
- G. Fidelity, Forgery and Robbery
- 1) Risks identified: Monetary loss to real or personal property or other resources as a result of fraudulent, dishonest, illegal or incompetent actions by County employees, appointed or elected officials.
 - 2) Policy objective: Reimbursement of losses sustained as a result of: forgery, robbery, burglary, alteration of fiscal instruments, improper accounting procedures, destruction, disappearance or wrongful destruction including all County owned or leased premises including messenger and armored motor carrier services.
- H. Fleet fire
- 1) Risks identified: Loss or damage to County owned vehicles due to fire, smoke, or smudge.
 - 2) Policy objective: Provide replacement cost or actual cash value of County owned equipment damaged by fire, smoke, or smudge, including damage from any fixed heating plant servicing the area in which vehicles are parked.
- I. Worker's Compensation
- 1) Risks identified: Conditions of employment that result in injury or death to employees.
 - 2) Policy objective: Adhere to program directions established by Chapter 102 of the Wisconsin State Statutes. Provide reimbursement for: employee medical expenses and weekly indemnity for lost wages during disability, scheduled payments for partial or total permanent disability, and death benefits, required as a result of job related injuries.
- J. Errors and Omissions
- 1) Risks identified: Actual or alleged liability resulting from omission or negligent error by an employee, elected or appointed official committed during the discharge of their duties individually or collectively.
 - 2) Policy objective: Provide reimbursement sufficient to defend employees, elected or appointed officials in their name or on their behalf against negligent error or omissions performance of their assigned responsibilities, furnish payment for all premiums based on releases and appeals, and reimburse all reasonable expenses other than loss of earning. Individuals covered under other policies are excluded.



SECTION: RM
TOPIC: RISK MGT 01
GENERAL SYSTEM
FEBRUARY, 2002

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- K. Data Processing
- 1) Risks identified: Fire, explosion, malfunction of environmental control equipment theft, vandalism, and internal sabotage.
 - 2) Policy objective: Protection against financial loss resulting from disaster causing failure of data processing equipment or media either owned or leased by Dane County.

END OF NARRATIVE



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The information contained in this publication is intended as an explanatory reference which relates the policies and procedures of Dane County's Risk Management Program. Informational requirements not satisfied by this reference should be referred to the Risk Manager.

Successful risk management is contingent upon the identification, evaluation, and subsequent elimination, assumption or transfer of liabilities. Department heads and their staffs meet a vital need of Dane County's Risk Management Program by developing an awareness, through continued review of their operations, for practices that could expose Dane County to unmanaged risk. Department heads are asked to refer questions concerning insurance matters directly to the Risk Manager. Prompt reporting of all incidents provides information required to resolve claims equitably.

END OF POLICY



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To report any loss or damage to County owned or leased property or equipment, including motor vehicles, or to report any accident, which involves County personnel.

NOTE: IN ORDER TO SPEED PROCESSING OF INSURANCE CLAIMS AND REDUCE ADMINISTRATIVE PROCESSING, COMPLETE AND SUBMIT AS SOON AS POSSIBLE AFTER THE INCIDENT.

Forms needed:

Incident Report Property/Auto/Liability 014-125(6/95)

RESPONSIBILITY

ACTION

- | | |
|---|--|
| Employee | 1. Completes incident report, available from Printing & Services, in detail and submits to supervisor immediately after the occurrence. |
| Supervisor | 2. Reviews report for accuracy.
3. Submits report with comments to department head. |
| Department Head | 4. Reviews claim and/or report.
5. Includes separate report from department head, if necessary.
6. Submits claim and reports to Risk Manager (within 48 hours if possible). |
| Risk Manager | 7. Reviews claim.
8. If insured, sends to appropriate insurance company. Self-funded claims are submitted to Public Protection & Judiciary (PP&J) with recommendation either to approve or deny. Insured claims are submitted to PP&J with recommendations to deny as requested by the insurance company. |
| Public Protection & Judiciary Committee | 9. Reviews self-funded non-worker's compensation claim with Risk Manager and department head or his/her designee. |



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RESPONSIBILITY

ACTION

Public Protection & Judiciary Committee

10. Approves or denies claim. Recommendation is submitted to County Board.

END OF PROCEDURE