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## Safety Committee

### 1037.1 PURPOSE

This policy sets forth the role of the Department's Safety Committee and its relationship to the Department's Injury and Illness Prevention Program.

### 1037.2 FUNCTION

- (a) The Safety Committee provides an appropriate review of incidents involving Santa Ana Police Department personnel equipment, facilities, procedures, and practices, that impact the safety and well being of all employees. In addition, the Safety Committee acts as the formal liaison between Departmental personnel, management staff, and the City's Safety Assurance Committee.
- (b) The Safety Committee acts in an advisory capacity to the Office of the Chief of Police, and has the following scope of authority:
  - 1. Makes recommendations to prevent accidents and protect police equipment to enhance the safety program.
  - 2. Gathers safety suggestions.
  - 3. May be asked to determine the cause of accidents involving equipment and/or personnel.
  - 4. Researches and develops recommendations for measures aimed at preventing accidents, illnesses, and injuries.
  - 5. Processes all safety suggestions.
- (c) The Committee shall not make any recommendations with respect to discipline nor shall it act as a disciplinary body. Disciplinary recommendations shall be the responsibility of supervisory personnel in accordance with written policy and organizational structure.

### 1037.3 COMMITTEE STRUCTURE

- (a) The Chairperson - Commander or Sergeant from the Human Resources Division. The other members shall be selected as follows:
  - 1. One (1) supervisor and officer representing the Field Operations Bureau
  - 2. One (1) Detective from the Investigations Bureau
  - 3. One (1) professional staff employee from the Administration Bureau.
  - 4. One (1) professional staff employee.
  - 5. One (1) supervisor and a correctional officer from the Jail Operations Bureau.
  - 6. One (1) Human Resources Division representative
  - 7. Two additional members as needed and approved by the Chairperson.

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### 1037.4 COMMITTEE MEETINGS

- (a) When the committee receives information regarding a potential safety problem, they shall assess the need for immediate action.
  - 1. If the situation requires swift action to correct the problem, it shall be the duty of the Chairperson or his/her designee to contact the manager of the division affected to urge a prompt correction.
  - 2. If the situation can wait until a Committee meeting can be convened, the Chairperson or his/her designee shall notify the affected division manager to alert him/her of the circumstances and ask that they provide relevant information for review at the meeting.
  - 3. The Chairperson may route reports of safety problems to the affected Bureau Commander for assignment and correction. It will be the responsibility of the Bureau Commander to ensure the investigation and any recommendations are completed in a timely manner and submitted back to the Committee for review.
  - 4. After review and study, the committee may make recommendations to the Chief of Police.
  - 5. The employee who submitted a suggestion or report of safety problems will be notified in writing by the Committee Chairperson of the outcome and any recommendation(s). A copy of the memorandum shall be placed in his/her personnel file.
- (b) Employees may provide information to the Committee regarding safety and health hazards/issues, which they believe may impact the safety and well being of members of the Department.
  - 1. The notification may be done verbally, but preferably via memorandum with a copy to the affected division manager.
  - 2. An employee may also notify the affected division manager and/or supervisor directly to address the problem in an expeditious manner.
    - (a) If within their scope of authority and expertise, all employees are encouraged to correct day-to-day safety and/or health hazards as appropriate.

### 1037.5 RECORD KEEPING

The Chairperson shall appoint a member of the committee to serve as the secretary, whose duties will include maintaining a log listing all complaints received, to whom they were assigned and any recommendations, as well as any protocols implemented to address the issue. The log shall be retained a minimum of five (5) years.

### 1037.6 INJURY AND ILLNESS PREVENTION PROGRAM

The Department has prepared a comprehensive illness and injury prevention program, to assist with addressing the health and well-being of Department employees. The Safety Committee is a

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critical link with that Program and will provide the necessary support to help accomplish program objectives.

- (a) A complete copy of the program guidelines is available for inspection in the Human Resources Division, Jail Administration Office and in the Watch Commander's Office. All Deputy Chiefs, Commanders, and Professional Staff managers shall retain a copy and make it available for review. A copy is available on the Santa Ana Police Department Intranet.
- (b) Employees have also been provided a copy of the Department's Code of Safe Practices, which is included in the Injury and Illness Prevention Program and shall review and follow the guidelines.