EXPOSURE RISK REPORT FIELDS - FISCAL YEAR 2024-2025

FIELD	DEFINITION	COMMENTS	FIELD TYPE	SPECIAL FORMAT
Agency Number	The three digit agency number.	Prefilled - CANNOT EDIT	Numeric	No decimal
Agency Name	The agency full name (no abbreviations).	Prefilled - CANNOT EDIT	Text	All caps
Agency Contact Name	The name of the person completing this report.	Prefilled - Edit as needed	Text	
Agency Contact Number	The phone number of the person completing this report.	Prefilled - Edit as needed	Numeric	Phone
Agency Contact Email	The email of the person completing this report.	Prefilled - Edit as needed	Text	Email

QUESTIONS	COMMENTS	FIELD TYPE	SPECIAL FORMAT
Agency Status			
Is this a new agency reporting for the first time? If answer is **'Yes'**, see below.		Yes/No	Drop down list
Please tell us when the agency was created.		Date	Calendar
Has your agency number changed since the last Risk Report? If answer is **'Yes'**, see below.		Yes/No	Drop down list
Please tell us what was the previous agency number.		Numeric	No decimal
Has the name of your agency changed since the last Risk Report? If answer is **'Yes'**, see below.		Yes/No	Drop down list
What was the previous agency name?		Text	
Previous to this risk report, has an agency, board or commission been merged into and now a part of your agency? If answer is **'Yes'**, see below.		Yes/No	Drop down list
Is that previous agency's data being reported with your data?		Yes/No	Drop down list
If the agency, board or commission are reporting separately, what is the agency sub-code?	Must not exceed 6 digits	Numeric	No decimal
What was the agency number of the agency merged into your agency?	Must not exceed 6 digits	Numeric	No decimal
What was the name of the agency merged into your agency?		Text	
Since the last risk report, has part of your agency separated and formed a new, separated agency or been merged into another agency? If answer is **'Yes'**, see below.		Yes/No	Drop down list
What was the name of the new agency or agency merged into?		Text	
FTE and Vehicles			
What is the agency's legislatively approved FTE?	Prefilled - CANNOT EDIT	Numeric	2 digits past decimal
What was the agency's fleet and personal vehicle mileage last fiscal year?	**NOT** DAS Leased Vehicles	Numeric	No decimal
What was the DAS Fleet reported mileage last fiscal year for the agency? Prefilled by DAS RM.	Prefilled - CANNOT EDIT	Numeric	No decimal
Volunteers			
Does the agency have volunteers? If answer is **'Yes'**, see below.		Yes/No	Drop down list
Does the agency have volunteers with no benefits per year? If answer is **'Yes'**, see below.		Yes/No	Drop down list
How many volunteers with no benefits per year?		Numeric	No decimal
Hours of volunteers with no benefits per year?		Numeric	No decimal

Volunteers Continued			
Does your agency have volunteers with VIC Coverage per year? If answer is **'Yes'**, see below.		Yes/No	Drop down list
How many volunteers have Volunteer Injury Coverage through DAS RM?		Numeric	No decimal
How many hours do the volunteers with Volunteer Injury Coverage serve per year?		Numeric	No decimal
Does your agency have volunteers with Work Compensation coverage through SAIF per year? If answer is **'Yes'**, see below.		Yes/No	Drop down list
Number of volunteers with Work Comp coverage through SAIF per year?		Numeric	No decimal
Hours of volunteers with Work Comp coverage through SAIF per year?		Numeric	No decimal
Emergency Service Volunteers (ESV)			
Does the agency have Emergency Service Volunteers (ESV)? If answer is **'Yes'**, see below.		Yes/No	Drop down list
How many registered ESV's does the agency have?		Numeric	No decimal
In total, how many training hours per year do ESV's have?		Numeric	No decimal
In total, how many working hours per year do ESV's have?		Numeric	No decimal
Board and Commission Members			
Does the agency have board or commission members? If answer is **'Yes'**, see below.		Yes/No	Drop down list
How many compensated board/commission members does your agency have? Stipend's count as compensation.		Numeric	No decimal
In total, how many working hours per year do compensated board/commission members have?		Numeric	No decimal
How many uncompensated board/commission members does your agency have?		Numeric	No decimal
In total, how many working hours per year do uncompensated board/commission members have?		Numeric	No decimal
Bonded Positions			
Does your agency have any positions, appointed or elected where the statute requires a bond? If answer is **'Yes'**, see below.		Yes/No	Drop down list
If a bond is statutorily required, what is the statute number?		Text	
If a statutorialy bonded position(s) is required, what position(s) need to be bonded?		Text	
Aviation - Pilots			
Does your agency have pilots? If answer is **'Yes'**, see below.		Yes/No	Drop down list
How many pilots does your agency have?		Numeric	No decimal
Does your agency have volunteer or contractor pilots?		Yes/No	Drop down list
Does your agency plan to conform to the Aircraft and Pilot Standards Policy issues by DAS Risk Management, #125-7-301, in order to be eligible for the state's Aviation Liability coverage?		Yes/No	Drop down list
Contracting			
Does the agency provide 'agent status' to anyone by contract? If answer is **'Yes'**, see below.		Yes/No	Drop down list
If so, how many individuals are provided with 'agent status'?		Numeric	No decimal
What is the profession of the individual(s) provided with 'agent status'?		Text	

Contracting Continued			
Does the agency provide 'indemnity' to anyone by contract? If answer is **'Yes'**, see below.		Yes/No	Drop down list
If so, how many individuals are provided with 'indemnification'?		Numeric	No decimal
What is the profession of the individual(s) provided with 'indemnity'?		Text	
Audit Procedures and Internal Controls - Crime			
Does the agency have a CPA Audit at least annually? If answer is **'No'**, see below.		Yes/No	Drop down list
Please explain why the agency does not have an annual audit.		Text	
Are bank accounts reconciled monthly? If answer is **'No'**, see below.		Yes/No	Drop down list
Please explain why the agency does not reconcile bank accounts monthly.		Text	
Are countersignatures of checks required? If answer is **'No'**, see below.		Yes/No	Drop down list
Please explain why countersignatures are not required.		Text	
Are checks immediately stamped 'For Deposit Only'? If answer is **'No'**, see below.		Yes/No	Drop down list
Please explain why the agency does not immediately stamp checks 'For Deposit Only'.		Text	
Are all deposits made in the name of the agency? If answer is **'No'**, see below.		Yes/No	Drop down list
Please explain why all deposits are not made in the name of the agency.		Text	
Are securities (check,cash, etc.) subject to joint control? If answer is **'No'**, see below.		Yes/No	Drop down list
Please explain why securities are not subject to joint control.		Text	
Is an inventory of merchandise for sale taken at least annually?		Yes/No	Drop down list
Please explain why the agency does not take an annual inventory.		Text	
How many employees handle records of money, securities or other property?		Numeric	No decimal
In your agency, what is the total number of non-bonded appointed or elected officials, officers or directors who manage employees?		Numeric	No decimal
Cyber Exposure			
Does your ageny hold private data? If answer is **'Yes'**, see below.		Yes/No	Drop down list
How many records contain private data?		Text	Drop down list
Who is the agency contact person for data security?		Text	
Does the agency manage its own IT system? If answer is **'Yes'**, see below.		Yes/No	Drop down list
Who manages the agency's IT system?		Text	
Does the agency document IT state policies review?		Yes/No	Drop down list
Has the agency had a security breach in the last five years? If answer is **'Yes'**, see below.		Yes/No	Drop down list
Are there any anticipated claims from the security breach?		Yes/No	Drop down list
How long would it take to restore operations after a security breach or system failure (data lost, damaged or destroyed)?		Text	Drop down list

Prevention - Loss Control			
Does the agency have a safety committee? If answer is **'Yes'**, see below.		Yes/No	Drop down list
Does the agency have safety meetings?		Yes/No	Drop down list
Does the agency have an evacuation plan?		Yes/No	Drop down list
How many incident reports (not including workers' compensation or liability claims) were filed over the last year?		Numeric	No decimal
General Out of State Exposure			
Does the agency have employees who reside in Oregion and physically work (not telecommute) outside of Oregon? If answer is **'Yes'**, see below.		Yes/No	Drop down list
Number of Oregon residents hired to work out of state?		Numeric	No decimal
Please list the state(s).	Multiple choices allowed	Text	Drop down list
Does the agency have residents of other states who physically work in their home state (Not Oregon)? If answer is **'Yes'**, see below.		Yes/No	Drop down list
Number of residents of other states to work in their home state?		Numeric	No decimal
Please list the state(s).	Multiple choices allowed	Text	Drop down list
Does the agency have employees who travel outside of Oregon, but within the United States for longer than a month at a time? If answer is **'Yes'**, see below.		Yes/No	Drop down list
What is the number of employees traveling outside Oregon, within the US for longer than a month?		Numeric	No decimal
Please list the state(s).	Multiple choices allowed	Text	Drop down list
Does the agency have employees who reside outside of Oregon and telecommute/telework within the United States? If answer is **'Yes'**, see below.		Yes/No	Drop down list
Number of employees who telecommute/telework outside of Oregon but within the US?		Numeric	No decimal
Please list the state(s).	Multiple choices allowed	Text	Drop down list
Does the agency have volunteers who work outside of Oregon, but within the United States? If answer is **'Yes'**, see below.		Yes/No	Drop down list
List the number of VOLUNTEERS who work outside Oregon but within the US?		Numeric	No decimal
Please list the state(s).	Multiple choices allowed	Text	Drop down list
Foreign Permanent Employment Information (Full-Time or Part-Time)			
Does the agency have any employees working permanently in foreign countries? If answer is **'Yes'**, see below.		Yes/No	Drop down list
Number of employees working permanently outside US?		Numeric	No decimal
Countries of permament employment?	Multiple choices allowed	Text	Drop down list
If employees are in more than one country, identify country and maximum number of employees working outside the US.		Text	
List job title(s) of permanent employees working outside the US.		Text	
Annual payroll amount for each permanent employee?		Text	

Foreign Permanent Employment Information (Full-Time or Part-Time) Continued			
Are there any US Citizens working outside the US? If answer is **'Yes'**, see below.		Yes/No	Drop down list
What is the time frame the US Citizen is working outside the US?		Text	
Are there US Citizens working outside the US for more than 3 months? If answer is **'Yes'**, see below.		Yes/No	Drop down list
Number of US citizens working outside of US for more than three months.		Numeric	No decimal
What state(s) was the US citizen(s) hired from?	Multiple choices allowed	Text	Drop down list
Are there foreign citizens working in another foreign country (not their own)? If answer is **'Yes'**, see below.		Yes/No	Drop down list
Number of foreign citizens working in another foreign country.		Numeric	No decimal
What countries were the foreign citizen employees hired from?	Multiple choices allowed	Text	Drop down list
Are there foreign citizens hired to work in their own country? If answer is **'Yes'**, see below.		Yes/No	Drop down list
Number of foreign citizens hired to work in their own country.		Numeric	No decimal
What countries were the foreign citizen employees hired from?	Multiple choices allowed	Text	Drop down list
Foreign Travel Information			
Does the agency have employees that take trips outside the US? If answer is **'Yes'**, see below.		Yes/No	Drop down list
What are the total number of trips outside of the US per year?		Numeric	No decimal
On average, how many employees travel per trip outside of the US?		Numeric	No decimal
What is the average duration (number of days) of trips outside of the US?		Numeric	No decimal
Any flights on non-commercial aircraft?		Yes/No	Drop down list
Please list the countries of the trips outside of the US.	Multiple choices allowed	Text	Drop down list
List job titles of employees traveling outside of the US		Text	
List annual payroll of employees traveling outside of the US		Text	
What is the number of US citizens traveling outside of US for more than three months?		Numeric	No decimal
What state(s) were the US citizen(s) hired from?	Multiple choices allowed	Text	Drop down list
Does the agency have foreign employees traveling outside the US to work in another country? If answer is **'Yes'**, see below.		Yes/No	Drop down list
What is the number of foreign citizens traveling outside of US to work in another country?		Numeric	No decimal
What countries were employees hired from?	Multiple choices allowed	Text	Drop down list
Foreign Contracts and Contents			
Does the agency rent properties outside the US? If answer is **'Yes'**, see below.		Yes/No	Drop down list
How many rented properties outside the US does the agency have per year?		Numeric	No decimal
What is the the rented square footage outside the US per year?		Numeric	No decimal
What is the replacement value of rented contents outside of US?		Currency	No decimal
What is the replacement value of owned contents outside of US		Currency	No decimal
Does the agency rent vehicles outside the US when traveling?		Yes/No	Drop down list

Comments			
Please leave yourself notes or make comments to DAS RM. Include other items of note not already asked about.		Text	

If you have any questions, please contact:

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