

District Exposure Profile Form

Fiscal Year 2017/2018 Risk Report - District Exposure Profile

District Number
District Name

District Contact Name
District Contact Phone
District Contact Email

Instructions

In-State Exposure

Out-of-State/Foreign Exposure

Welcome to the Fiscal Year 2017/2018 Risk Report - District Exposure Profile

This required information must be provided per the risk insurance carriers. The District Exposure Profile form as well as the District Property form will provide Department of Administrative Services Risk Management the tools to properly cover district exposure to the state's self-insurance and acquired commercial insurance policies. Please take the time to accurately complete each form.

Note - Exclusion of information within the Risk Report may result in a lack of coverage for a district.

Please take the time to update all fields within the 2017/2018 Risk Report so that the district may be properly covered.

Getting Started

Accurately fill out and update fields within the following sections: In-State Exposure and Out-of-State/Foreign Exposure

Important: This form contains drop down fields. Update each field as appropriate.

If you have questions, please contact:

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General In-State Exposure

1. What is the district's number of full time equivalent (FTE) (e.g., the number of full-time employees)
2. What is the district's total vehicle mileage per year?

Volunteers

3. How many volunteers with no benefits does the district have per year?
4. How many hours do the volunteers with no benefits serve per year?
5. How many volunteers have Volunteer Injury Coverage through DAS RM? LINK to DAS Volunteer Injury Coverage
6. How many hours do the volunteers with Volunteer Injury Coverage serve per year?
7. How many workers have Workers' Compensation through SAIF? LINK to Volunteer Workers Compensation
8. How many hours do the volunteers with Workers' Compensation serve per year?

Emergency Service Volunteers (ESV)

9. Does the agency have Emergency Service Volunteers (ESV)? LINK to Emergency Management and Services ORS 401
10. How many registered ESVs does the agency have?
11. In total, how many training hours per year do ESVs have?
12. In total, how many working hours per year do ESVs have?

Board and Commission Members

13. How many Compensated Board/Commission Members does the agency have?
14. In total, how many working hours per year do Compensated Board/Commission Members have?
15. How many Uncompensated Board/Commission Members does the agency have?
16. In total, how many working hours per year do Uncompensated Board/Commission Members work?

Bonded Positions

17. Is an appointed or elected official, officer, director or any employees of your district statutorily required to furnish a bond to the state of Oregon?
18. Is a bond statutorily required, what is the statute number?
19. If a bonded position(s) is required by statute, what position(s) needs to be bonded?

Aviation - Pilot

1. How many pilots does the district have?
2. Does the agency have volunteer or contractor pilots?
3. While on state business, do pilots fly outside of the U.S.?
4. Does your district plan to conform to the Aircraft and Pilots Standards Policy issued by DAS Risk Management, #125-7-301, in order to be eligible for the state's commercial Aviation Liability coverage?

Contracting

1. Does the district provide "agent status" to anyone by contract?
2. If so, how many individuals are provided with "agent status"?
3. What is the profession of the individual(s) provided with "grant status"?
4. Does the district provide "indemnity" to anyone by contract?
5. If so, how many individuals are provided with "indemnification"?
6. What is the profession of the individual(s) provided with "indemnity"?

Audit Procedures and Internal Controls - Crime

1. Does the district have a CPA Audit at least annually?
2. Are bank accounts reconciled monthly?
3. Are countersignatures of checks required?
4. Are checks immediately stamped "For Deposit Only"?
5. Are all deposits made in the name of the agency?
6. Are securities (check, cash, etc.) subject to joint control?
7. Is an inventory of merchandise for sale taken at least annually?
8. How many employees handle records of money, securities or other property?
9. In your district, what is the total number of non-bonded appointed or elected officials, officers, or directors who manage employees?

Cyber Exposure

1. Does the district hold private data? LINK to ORS 646A.600 to 646A.628
2. How many records contain private data?
3. Who is the district contact person for data security?
4. Does the district manage its own IT system?
5. Who manages the district's IT system?
6. Does the district document IT state policies review?
7. Has the district had a security breach in the last five years?
8. Are there any anticipated claims from the security breach?
9. How long would it take to restore operations after a security breach or system failure (data lost, damaged or destroyed)?

Prevention - Loss Control

1. Does the district have a safety committee? LINK to Oregon OSHA's quick guide to safety committees and safety meetings
2. Does the district have safety meetings?
3. Does the district have an evacuation plan?
4. How many incident reports (not including workers' compensation or liability claims) were filed in the past year?

Please continue by clicking on the "Out-of-State/Foreign Exposure" tab above

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In-State Exposure

Out-of-State/Foreign Exposure

General Out-of-State Exposure

1. Does the district hire Oregon residents to work out of state?
1a. If so which state(s)?
2. Does the district hire residents of other states to work in their home state?
2a. If so, which state(s)?
3. Does the district have employees who travel outside of Oregon but within the United States for longer than one month of time?
4. Does the district have employees who telecommute/telework outside of Oregon, but within the United States? LINK to DAS Telecommuting and Teleworking Statewide Policy
- 4a. If so, which state(s)?

Foreign Exposure

Foreign Permanent Employment Information (Full-Time or Part-Time)

1. Max number of employees working permanently outside US
2. Countries of permanent employment
3. If agency has employees in more than one country, identify country and maximum number of employees at each location (country #)
4. Job title(s) of permanent employees working outside of US
5. Annual payroll for each permanent employee
6. Number of US citizens working outside of US for more than three months
6a. What state(s) was the US citizen(s) hired from?
7. Number of foreign citizens working in another foreign country (not their own)
7a. What countries were foreign citizen employees hired from?
8. Number of foreign citizens hired to work in their own country
8a. What countries were foreign citizen employees hired from?

Foreign Travel Information

9. What are the total number of trips outside of the US per year?
10. On average, how many employees travel per trip outside of the US?
11. What is the average duration (number of days) of trips outside of the US?
12. Any flights on non-commercial aircraft? If so, please explain why.
13. What are the countries of travel outside of the US?
14. List job titles of employees traveling outside of the US?
15. List annual payroll of employees traveling outside of the US?
16. Number of US citizens traveling outside of US for more than three months
16a. From previous question, what state(s) were the US citizen(s) hired from?
17. Number of foreign citizens traveling outside of US to work in another country
17a. From previous question, what countries were employees hired from?
18. Number of foreign citizens traveling outside of US to work in their country
18a. From previous question, what countries were employees hired from?

Foreign Contracts and Contents

19. Number of rented vehicles outside US per year
20. Number of rented properties outside US per year
21. Number of rented square feet outside US per year
22. Replacement value of rented contents outside of US
23. Replacement value of owned contents outside of US

Comments

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