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Sheriff

# HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

## Risk Assessment & Mitigation Processes

<b>Distribution:</b>	<b>All Employees</b>	<b>Policy Number:</b>	<b>ADM 0203</b>
<b>Responsible Unit:</b>	<b>Administrative Services Division</b>	<b>Rescinds:</b>	
<b>Original Issued Date:</b>	<b>03/19/24</b>	<b>Revision #:</b>	<b>Latest Revision Date: 03/19/24</b>
<b>Latest Required Review was Completed:</b>	<b>03/19/24</b>	<b>Next Review Due:</b>	<b>03/19/27</b>

### 1. Purpose

To establish the Harford County Sheriff's Office (HCSO) Risk Assessment and Mitigation Processes (RAMP) to identify, assess, and propose mitigation/control measures.

### 2. Policy

To provide HCSO personnel with guidance on proper and disciplined procedures regarding risk identification, frequency, severity, and control measures to mitigate those risks.

### 3. Definitions

**External Environment Risk:** risks arising from outside the organization that impact on your organization.

**Financial and Reputational Risk:** risks arising from improper budgeting, forecasting, and expenditure controls, including contracting, asset management, internal audits, improper salaries, theft of cash, misappropriation of resources, misuse of overtime and poor revenue oversight.

**Human Resource Risk:** risks arising from the many issues involving personnel which include but are not limited to; hostile work environment, anti-harassment policies, and hiring practices.

**Informational Risk:** risks arising from inaccurate information that guides Agency decisions.

**Legal and Regulatory Risk:** risks arising from the complexity of or non-compliance with the legal framework imposed on HCSO within the state.

**Operational Risk:** risks associated with specific tasks, incidents, or events.

**Organizational Risk:** risks arising from not clearly defining roles and responsibilities, not demonstrating the values of the HCSO, or not having monitoring processes in place.

**Risk Management Unit:** a group of individuals responsible for risk analysis and mitigation for the HCSO.

**Strategic Risk:** risks arising from the lack of priority setting and business planning, leading to a reactive organization that is not prepared for or flexible enough to deal with unforeseen events.

**Technology Risk:** risks associated with technological infrastructure, systems, and processes.

#### 4. References

Graham, G. (2022) 'Association of Minnesota Counties Annual Conference', in *10 FAMILIES OF RISK*. LEXIPOL, pp. 1–4.

Hazard Mitigation Plan, Harford County, Maryland, 2022

Kern, T. (2011). *Going Pro* (1st ed.). Pygmy Books, LLC.

McChrystal, S., & Butrico, A. (2021). *Risk: A user's guide* (1st ed.). Penguin Random House UK.

#### 5. Procedure

##### A. The RAMP Working Group Overview

1. The RAMP Working Group is:

- a. Managed by the Administrative Services Division Commander;
- b. Composed of members from HCSO Corrections, Human Resources, Investigative Services, Legal Affairs, Patrol, Research & Planning, Court Services, and Training Division.
  - i. Members will be chosen by their respective Division Commanders and will serve a 2-year term.

2. The risk identification process:

- a. Focuses on identifying various risks to the HCSO and the mitigation of those risks;
- b. Is designed to quickly identify risks and mitigation strategies; and
- c. Will allow any employee to identify risks and report to the RAMP Working Group email at [risks@harfordsheriff.org](mailto:risks@harfordsheriff.org) .

##### B. RAMP Working Group

1. The RAMP Working Group will:

- a. Have jurisdiction over all Agency members, as any Agency member can submit a risk for evaluation; and
- b. Meet bi-annually, or more often as needed to review all potential risks to the HCSO and complete a Risk Management and Assessment Submission form ([SO-412](#)), which will:
  - i. Assess the need for mitigation strategies of identified risks;
  - ii. Develop control measures for those identified risks utilizing subject matter experts (SME's);

iii. Implement training plans for those identified risks and submit those plans to the Training Director (LT) for implementation into rollcall, in-service, and PowerDMS tutorials; and

iv. Continuously review the effectiveness of those mitigation strategies and revise as needed.

2. The Administrative Services Division Commander will:

- a. Develop Standard Operating Procedures (SOP's) for the RAMP Working Group;
- b. Will act as the Chairperson for the RAMP Working Group meetings;
- c. Submit an annual report to the Services and Support Bureau Chief detailing identified risk mitigation strategies and their effectiveness; and
- d. Present the annual report at a subsequent Bureau Chief's Staff Meeting.

C. Filing and Retention

1. All [SO-412](#) forms will be maintained in PowerDMS by Research & Planning.

## 6. Summary of Changes

A. This is a new policy.

