



**Chief
Executive
Office.**

**COUNTY OF LOS ANGELES
RISK MANAGEMENT/PRIVACY**

Hall of Records

320 West Temple Street, 7th Floor, Los Angeles, CA 90012

(213) 351-5346 riskmanagement.lacounty.gov contactrisk@ceo.lacounty.gov

CHIEF EXECUTIVE OFFICER
Fesia A. Davenport

ASSISTANT CHIEF EXECUTIVE OFFICER
Steven T. Robles

January 29, 2024

To: All Department Heads

From: Steven T. Robles
Assistant Chief Executive Officer/County Risk Manager

**LOSS PREVENTION AND SAFETY EVALUATIONS OF COUNTY-OWNED
FACILITIES**

On July 24, 2007, the Board of Supervisors passed a motion requiring "quarterly evaluations of all County-owned facilities for loss prevention and safety." To assist with the evaluations, the Chief Executive Office (CEO) Risk Management Branch reviewed claims from the last several years and identified areas with the highest risk potential and developed inspection checklists for departmental use. These checklists can be accessed [here](#), and be modified to meet specific departmental needs. As a reminder, inspection records must be retained for at least one calendar year.

The CEO Risk Management Branch's Loss Control and Prevention (LCP) Unit will schedule a "Facility and Safety Inspections Workshop" in the month of April 2024. Notification of this workshop is forthcoming and will be provided to all departmental safety and risk management coordinators. In the interim, LCP has provided training on Facility Inspections in the past and recorded one of these trainings for future reference, which can be accessed [here](#). This training provides participants the opportunity to identify existing and potential problems in an actual work environment, and how to develop a strategy to focus resources and prevention efforts to obtain optimal results.

Additionally, LCP regularly provides consultation, assistance, and training regarding facility evaluations and other loss control and prevention issues to County departments. For more information and to identify the Loss Control Specialist assigned to your department, please click [here](#).



All Department Heads
January 29, 2024
Page 2

Your department's quarterly facility inspection summary should be submitted via email to Roberto Chavez, Chief of LCP, at RChavez@ceo.lacounty.gov by the end of each quarter (March, June, September, December), that includes the following information:

1. Number of department facilities evaluated during the quarter; and
2. Number of department facilities not evaluated.

If your staff have any questions, please have them contact Roberto Chavez at (213) 351-6433 or RChavez@ceo.lacounty.gov.

If you have any questions, please call me at (213) 351-5346 or SRobles@ceo.lacounty.gov.

STR:DC
RC:mld

c: All Risk Management Coordinators
All Safety Coordinators