

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

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**Policy:**

- I. Formation of Risk Management Steering Committee
  - A. The Risk Management Steering Committee (RMSC) will consist of the Chief Financial Officer or designee, Human Resources Director or designee, County Counsel and/or designee, and four members to be appointed by the Executive Office. In total, the RMSC shall consist of seven members. In conjunction with the Office of County Counsel, the RMSC may request Departments to participate in specific matters at the discretion of the RMSC.
  - B. The RSMC will have the following responsibilities:
    1. Analyze risk management trends across County.
    2. Meet with Department Heads regarding efforts to reduce risk. These meetings will take place at regular intervals as determined by the RMSC. These meetings may discuss both specific incidents of risk and overall trends occurring within the Department.
    3. The RMSC will meet weekly, or at an interval as otherwise determined, to discuss areas of significant risk within the County and strategies to reduce such risk. This will include risk trends and specific instances of risk. The RMSC will also discuss other issues related to County Risk Management.
    4. Recommend policy revisions/changes to Departments regarding reduction of risk based on analysis of trends and best practices. RMSC will meet with Departments regularly to discuss policy review and amendments to reduce risk to the County.
    5. Other assignments related to risk management as directed by the Board of Supervisors, County Executive Officer, or Chief Operating Officer.
    6. Report to Board of Supervisors biannually or as needed to report on issues and progress.
    7. Report to Board of Supervisors and County Executive Office regarding areas or issues of immediate risk or liability.
    8. Conduct a strategic review of policies, procedures and mitigation measures implemented by Departments to reduce claims and lawsuits.

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- II. In cases where a claim or suit is brought against an employee or officer of the County of Riverside which may be subject to County liability, and the employee or officer makes a timely, written request to be defended, County Counsel will, unless other provisions are made for such defense, subject to the condition that in cases where there is or may be doubt as to whether the injury complained of occurred within the scope of employment, such defense shall be provided under an agreement with the employee or officer reserving the rights of the County not to pay a judgment, or settlement to which the county has agreed, until it has established that the injury complained of arose out of an act or omission occurring within the scope of employment and until it is established that the act or omission was not caused by actual fraud, corruption or actual malice; provided, that the authority and duty extended shall be subject to further appropriate order of the Board of Supervisors in any particular case.

**Reference:**

Minute Order dated 10/21/63  
Minute Order 3.3 of 04/10/07  
Minute Order 3.4 of 05/22/18  
Minute Order 3.25 of 11/05/19  
Minute Order 3.2 of 10/08/2024