



# CIRSA New Member Orientation

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Sam Light, CIRSA General Counsel ([saml@cirsa.org](mailto:saml@cirsa.org))

# General Counsel Services For Members

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- Elected and appointed officials trainings
- Staff & supervisor trainings
- Articles, webinars, manuals, publications and other materials
- Review and comment on member policies and other documents from risk management perspective
- Liability Risk Management Hotline

# General Counsel Services for Members



## Liability Risk Management **HOTLINE**

Do you have questions about liability risks related to:

- Employee Termination and Discipline Issues
- Personnel Policies or Personnel Management
- Public Works, Parks and Rec or Police Liability
- Conducting Quasi-Judicial Proceedings
- Zoning or Land Use Liability
- Drug Testing Policies
- Marijuana – Related Issues

Call CIRSA's Liability Risk Management Hotline and Sam Light, CIRSA General Counsel, can assist. The Hotline is a free service to CIRSA Property/Casualty members to help you identify, manage and avoid potential claims, and assist with your municipal liability questions.

### CONTACT THE LIABILITY RISK MANAGEMENT HOTLINE IF:

- you're considering taking an employment action that could lead to liability;
- you'd like a policy or contract document reviewed from CIRSA's liability risk management perspective;
- you'd like help identifying options for handling a potential claim situation;
- you need to get up-to-speed on a current municipal liability issue; or
- you just need to bounce an idea or issue off a neutral source.

*Please Note: At CIRSA's discretion, a courtesy contact may be made by CIRSA to the member's chief administrative officer and/or legal counsel to inform them of any Hotline inquiry. The Hotline is not a substitute for legal advice from the member's municipal attorney.*

To make an inquiry, or if you have questions, please contact General Counsel Sam Light at 720-605-8002 or 1-800-228-7136, or [saml@cirsa.org](mailto:saml@cirsa.org).



## CIRSA Liability Hotline

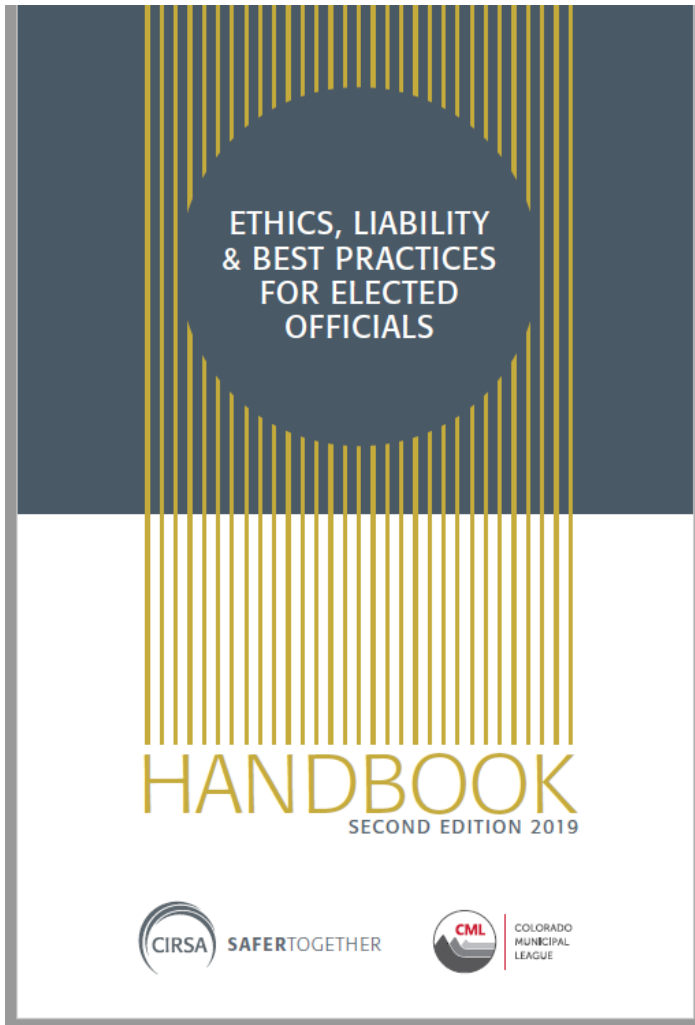
**1-800-228-7136 or  
720-605-8002**

<https://www.cirsa.org/wp-content/uploads/2020/04/Liability-Hotline-2020.pdf>



# Resources

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CIRSA Elected Officials Handbook:  
<https://www.cirsa.org/wp-content/uploads/2019/06/EthicsLiabilityBestPracticesHandbookForElectedOfficials.pdf>

CIRSA Elected Officials Resources:  
<https://www.cirsa.org/safety-training/elected-officials/>

Law Enforcement Information & Resources:  
<https://www.cirsa.org/law-enforcement/>

The CIRSA Blog: <https://www.cirsa.org/blog/>

Orientation Webinars:  
<https://www.cirsa.org/join-cirsa/cirsa-orientation/>

# Resources

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## CIRSA PUBLIC OFFICIALS LIABILITY ALERT

Published by the CIRSA General Counsel's Office

SAFER TOGETHER

**Colorado Court of Appeals Weighs in on the Calling of Executive Sessions – You'll Want to Read This!**

### THE CIRSA BLOG

**It's Election Season! Be Prepared to Deal with Workplace Politics!**

# Tips for Every Entity to Effectively Manage Risks

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- Organizational climate and culture significantly affects an entity's legal risks
- As an organization, commit to “best practices” that help further success and, in turn, reduce liability risks:
  - Openness & transparency (open meetings/records laws)
  - Fundamental fairness (due process)
  - Predictable & evenhanded application of laws, rules, policies
  - Mutuality of Respect

# Tips for Every Entity to Effectively Manage Risks

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- Embrace a safety culture
- Be proactive in identifying and addressing risky conditions and practices
- Adopt and maintain current policies, and insist folks follow them
- Provide frequent & appropriate training throughout the organization
- Don't ignore problems
- Assign appropriate staff to address and manage claims
- Contact CIRSA when, if and as desired or needed. We are Safer Together!