
Operations Manual

WELLNESS UNIT

San Diego Police Department

August 2023

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WELLNESS UNIT OPERATIONS MANUAL

Mission Statement

The Wellness Unit is committed to reducing or removing interferences to employee wellness, whether personally or professionally induced, by providing help resources, training, and intervention.

The Wellness Unit has oversight of all employee help resources directly related to officer mental health and wellness, including: Focus Psychological Services, the Peer Support Program, the Alcohol and Substance Abuse Program and the Chaplain Program.

Goals

- Identifying and enhancing existing wellness resources
- Developing and providing wellness education
- Collaborating with academic institutions on innovative LE studies
- Developing partnerships with health and wellness providers
- Staying abreast of wellness program best-practices through research
- Serving as an advocate for employees enduring personal or professional difficulties
- Ensuring efficiency of programs offered within the City of San Diego

Services

- Resource identification: Link existing resources or continually seek out new resources, whether personal or professional.
- Provide support for employees: Contact employees that coworkers are concerned about but may not feel comfortable contacting and offer all resources available to them. Anonymous referrals will be kept confidential at the employee's request.
- Provide educational seminars and workshops: Workshops and training seminars will be coordinated and facilitated around the issues that are important to employee well-being and health.
- Share important law enforcement studies: Collaborate with academic institutions willing to partner on studies important to members of the department.
- Coordinate intervention: Schedule diffusions, CISM sessions, and any intervention resources for all employees impacted by significant critical incidents, officer deaths, or other spontaneous events where employees could benefit from the intervention.
- Recruitment: Recruit and train prospective and current peer support personnel.
- Chaplain Program: Coordinate, support and oversee the department's Chaplain Program.

Operations

The unit is comprised of two Sergeants, two Police Officers, and one Police Dispatcher under the supervision of the Police Captain of Communications and the Assistant Chief of Training and Employee Development.

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Office hours are generally 0600-1600 hours, Monday through Friday. If no one is available in the office, the on-call staff member can be reached via the Wellness Unit hotline number or through the Watch Commander.

Wellness Unit staff members are housed in the police headquarters building on the 7th floor and at Police Plaza. The office is open five days a week and consists of a meeting area, library, and resource center. Department members are encouraged to visit the center between 0600-1600 hours, Monday through Friday. The office can be used for employee counseling, psychological debriefings, and defusing sessions conducted by Focus Psychological Services or department members.

Wellness Unit members are available to schedule meetings with employees at locations/times convenient to them.

The staff members have assigned cars and take-home privileges. Please refer to Department Procedure 1.16.

Wellness Unit Confidentiality

The acceptance and success of the San Diego Police Department's Wellness Unit will be determined, in part, by observance of confidentiality. It is imperative that the strictest confidentiality of all information learned about an individual be maintained, within the guidelines of the program and department policy.

The policy of the San Diego Police Department Wellness Unit is to maintain confidentiality. Communication between Wellness Unit personnel and a peer is considered confidential with the exception of the following issues, which should be reported to the Assistant Chief of Training and Employee Development:

- Danger to oneself
- Danger to others
- Suspected child abuse
- Domestic violence
- Elder abuse
- Criminal conduct
- Narcotics offenses (e.g., sales, transportation, cultivation, or manufacturing)
- Felonies
- When a peer requests the information be divulged
- Matters that would jeopardize the safety of the public or other officers

Personnel should keep in mind that communication between Wellness Unit personnel and employees is not privileged conversation under the law, regardless of department policy. As a result, courts may require disclosure of this information.

GENERAL DUTIES

New Officer Orientations

Upon request from the Backgrounds Unit, the Wellness Unit staff members will conduct a 15-minute presentation at the new officer orientation before they begin the regional academy. The presentation will provide an overview of what wellness resources are available to employees and their families

Learning Domain 14 Officer Wellness (Regional Academy)

The Wellness Unit staff will teach four, two-hour blocks of officer wellness training to the regional academy in coordination with the In-Service Training Unit Lifetime Fitness Core Instructor. The training consists of: Emotional Intelligence, Mental Health, Substance Abuse, Financial Wellness, and Resiliency Building.

Family Wellness Day

On the first Saturday after each regional academy graduation, the Wellness Unit coordinates a mandatory, full-day training session facilitated by doctors from Focus Psychological Services for all new officers. The intent of the training is to provide realistic expectations about the psychological impact the job may have over a career. Family members and any personal support persons who will be available to the officers through their careers are invited by the officers and encouraged to attend the afternoon session. Focus personnel, SDPD Chaplains, SDPD Peer Supporters, and Wellness Unit staff will offer presentations on emotional survival, resiliency, self-care, familiarize attendees with all department help resources, and provide testimonials from the families of current law enforcement officers. Attendees must be over the age of 15 to attend. Wellness Unit staff members will inform the academy recruits of their academy's upcoming Family Wellness Day during the regional academy's Officer Wellness block prior to graduation to get the trainees to begin planning who they are going to invite. Official notifications to the trainees for the upcoming Family Wellness Day will be made by the Wellness Unit.

Advanced Officer Training Wellness Block

Wellness Unit staff members develop and provide training if requested for each A.O.T. cycle in coordination with the In-Service Unit. Current LE wellness issues will be discussed, including police suicide, risky and ineffective coping behavior, anger management, substance abuse, physical and spiritual fitness, and a variety of other issues.

Professional Support Staff Development

Civilian employees are encouraged to attend available trainings coordinated by the Wellness Unit. Several sessions are offered throughout the year to accommodate employees and balance staffing needs.

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County Wellness Group

The Wellness Unit coordinates the County Wellness Group comprised of representatives from all county law enforcement agencies. The group will network and discuss best practices, trends, and current training strategies. Meetings are held once a shift and other county agencies will be encouraged to host the sessions on a rotating basis.

Wellness Newsletter

A newsletter is published once a shift featuring wellness topics and current organization and occupational trends. The newsletter also includes links to resources within and outside of the organization, as well as profiles of the chaplains and peer support members.

Officer Down Memorial Page

The Wellness Unit will regularly monitor the Officer Down Memorial website (<https://www.odmp.org/>). Upon notification of an In-the-Line of Duty death (LOD) of an officer within the State of California, the Wellness Unit will draft a department email. The department email will be approved through the executive secretary. After approval the email will be distributed department wide by the Chief's office. If the LOD death is within San Diego County, a department announcement will be drafted by the Wellness Unit and routed in the same fashion.

Educational Seminars

The Wellness Unit facilitates wellness-related educational presentations for department members and will provide unit-specific training upon request. The Wellness Unit will conduct at least two lunch time seminars yearly. These seminars will be 30 minutes to an hour in length and will cover a variety of wellness topics. These include health and wellness seminars with guest speakers.

Emotional Intelligence Training

The Wellness Unit coordinates this training in collaboration with the FTO Administration. This one-day course focuses on the principles from *Emotional Intelligence 2.0* by Travis Bradberry and Jean Greaves. The training introduces to new police officers the importance of self-awareness, self-management, social awareness, and relationship management. This training is designed to equip our police officers with strategies to improve their emotional intelligence.

Mindfulness for Law Enforcement (Guided Meditation / Yoga)

Mindfulness training explores three different modes of attention, teaching individuals to enhance concentration, self-awareness, and situational awareness. Mindfulness training aims to improve people's skills in awareness and compassion. These skills provide people with the foundation to

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achieve peak performances, thrive through adversity, and develop the wisdom to understand strategies for recovery, elasticity, and sustain post-traumatic growth.

The Wellness Unit will be responsible for providing mindfulness training periodically for:

- Patrol and Communications line-ups
- Police Academy
- Upon request

FOCUS Psychological Services Embedded Program

A FOCUS clinician will be assigned to the Wellness Unit on a rotating basis. They will be in the Wellness Unit office on Tuesdays and Thursdays from (0900-1400). They will handle any walk-in appointments. They will also schedule in-person appointments and virtual appointments during this time period at Police Headquarters, Police Plaza, and TRU.

PEER SUPPORT PROGRAM

The peer support officer's role is to assist involved personnel in understanding the investigative process, to provide emotional support, and to ensure the officer's individual and immediate needs are met. Their primary role is to support the officers involved.

Peer Support Personnel

There are two main components to the Peer Support Program: the OIS Peer Support members and the Non-OIS Peer Support members. This section applies to both the OIS and Non-OIS Peer Support members.

Peer Support personnel report to the Wellness Unit. Recruitment for new members will be initiated by the Wellness Unit when deemed necessary. Volunteer employees may submit a PD-599 (request for transfer) at any time and family members may submit a request in writing to the Wellness Unit staff. The selection criteria for all Peer Support members includes the following:

- Met standards on annual evaluation and commanding officer recommendation
- Reputation as someone whom others already seek out for informal peer support and who can keep information confidential
- Quality interpersonal skills and ability to listen and empathize
- Education and training relevant to peer supporting of officers
- Willingness to provide a profile about themselves for department members to view
- (Selection to be an OIS Peer Support Officer requires meeting additional criteria – see OIS Peer Support Program section)
- The role of peer support officer is a volunteer assignment and collateral duty. Misconduct related to discipline can result in removal from this program.

Peer Support Operations

Members of the peer support program serve in a voluntary capacity. Optimally, the team consists of employee representation to cover all shifts, ranks, and divisions. Peer Support volunteers are expected to provide support and meet with employees on their own time. They will not be compensated unless their intervention has been specifically requested by a Wellness Unit Sergeant and overtime or schedule adjustments have been pre-approved with the employee's command staff.

To avoid conflict with their regular duties, employees are responsible for their departmental duties first and peer support duties second. Their immediate supervisor should resolve any conflict of roles.

Peer support members may be called to respond to a critical incident by Wellness Unit personnel.

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Members will maintain a profile that is available on the Intranet. The profile will have the Peer Support Member's photo, a brief narrative about the member, and contact information so that employees can select and reach out to any member.

Program Goals

- Develop and maintain a readily accessible network of employees who are trained and willing to provide assistance to their peers.
- Reduce the impact of traumatic events for police personnel.
- Normalize the stress response for police personnel.
- Help employees through temporary crisis situations, both professional and personal
- Provide intervention techniques and skills to help guide and refer employees toward appropriate medical, legal, psychological and/or spiritual resources.
- Reduce the incidence of police officer suicide.

Training

The POST Basic Peer Support training course (#7180-22650 plan III) will be provided to new members. The training will cover the following subjects: roles and limitations of peer support volunteers; definitions of stress; active listening skills; critical incidents; stressors; stress responses; early warning signs; short and long term effects of stress; assessing needs; referral resources; management of stress, anger, marital, alcohol, financial, parenting and gambling issues.

Update training will be scheduled once-per-shift and requires arrangements with each member's commanding officer for on-duty (11-86) adjustments to their schedule. It is the Peer Support Member's responsibility to make arrangements to attend training with their division as soon as training dates are known. Members must attend at least two training sessions annually to maintain eligibility on the team.

Peer Support Confidentiality

It is imperative that each Peer Support Program volunteer maintain strict confidentiality of all information learned about an individual, within the guidelines of the program.

The policy of the San Diego Police Department Peer Support Program is to maintain this confidentiality. Communication between Peer Support Program members and a peer is considered confidential except for matters outlined in page 4 of this manual.

Personnel should keep in mind that communication between Peer Support Program volunteers and employees is not privileged conversation under the law, regardless of Departmental policy, because peers are **not** licensed mental health professionals. As a result, courts may require disclosure of this information.

OIS PEER SUPPORT PROGRAM

Overview

For the past twenty years, a timely response to critical incidents where OIS Peer Support officers are appropriately utilized to work with department personnel has shown to have a positive impact on the affected personnel. OIS Peer Supporters will assist on the day of the incident and continue to be a resource post-incident as necessary.

OIS Peer Support Duties

- On-duty OIS Peer Support members should respond to the scene in a timely manner (notifying their supervisor and dispatcher).
- The first OIS Peer Support member at the scene (hereafter referred to as the “Primary” regardless of rank) will contact the on-scene sergeant or incident commander to assess how many additional OIS Peer Support officers will be needed for the incident by doing the following:
 - a. Identify the number of shooter officers and witness officers.
 - b. The scope of the incident.
 - c. If necessary, the on-scene OIS Peer Support Officer can initiate a callback for additional off duty OIS Peer Support Officers to address the immediate needs of the impacted officers.
 - d. If responding to a critical incident off-duty, OIS Peer Support Officers should respond in appropriate attire, wearing the approved Peer Support Polo shirt, visible police ID and badge displayed. If possible, they should obtain a marked patrol car to facilitate getting into and out of the scene.
- If the incident is an OIS, ensure the officer(s) have given a safety briefing to the on-scene sergeant or incident commander.
- Take personal items (cell phone, wallets, purses, etc. from patrol vehicles).
- Ensure the involved officers have had an opportunity to call significant others to let them know they have been involved in an incident.
- Determine the best location away from the scene to take officers involved in the incident (typically the officers’ station).
- Contact the Watch Commander and obtain the name and number for the on-call Wellness Unit personnel.
- Update Wellness Unit personnel of the type of call out and the location where the involved personnel have being transported to.
- Once the on-call Wellness staff has been notified and briefed, it will be their responsibility to coordinate the response of additional OIS Peer Support personnel. This will allow the on-scene personnel to focus on the care of the involved officers.
 - a. On-call Wellness staff will notify the Division or on-call chaplain.
 - b. The OIS Peer Support response would be of a much greater number for an incident involving officer(s) injured and/or killed than a one or two officer OIS not involving an officer injury or death.

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- c. There may also be incidents where a specific OIS Peer Support Officer is requested or needed due to special circumstances. Please make every effort to accommodate the request. *(One example would be a sergeant or a person of higher rank has been involved in a critical incident. It may be appropriate for an OIS Peer Support Sergeant to respond to work with them).*
 - d. When possible, a one-to-one ratio for OIS Peer Support member to shooter and witness officer is optimal. Except in rare circumstances, if there are several shooters and witness officers, the one-to-one ratio will remain for the shooter officers and one OIS Peer Support Officer can be assigned to more than one witness officer. If possible, have two or more OIS Peer Support Officers work together with the group of witness officers.
- The Primary is responsible for keeping track of involved officers (shooters and witnesses) and responding peer support officers.
 - An on-duty Communications Supervisor will be responsible for identifying any Lead Dispatcher, Radio Dispatchers, and 911 Call-takers involved in the incident.
 - OIS Peer Support Officer(s) assigned to a shooter or witness officer should stay with that officer until the officer is released from the incident. They do not have to be in constant observation of the involved officers but should be immediately available to them.
 - The OIS Peer Support Officer's role is to assist with the immediate emotional wellbeing of the officer and to provide an explanation of each step of the process involved in the post-incident investigation. The mere presence of the OIS peer support officer helps ensure the integrity of the investigation.
 - The OIS Peer Support Officers will:
 - a. Provide the officers an explanation of each step of the investigation:
 - b. Ensure involved officer(s) does not discuss the incident, watch the news coverage, check social media, view their BWC footage or have other outside influence which may potentially jeopardize the integrity of the investigation in any way and for the involved officers' wellbeing, until they have spoken to the POA attorney.
 - c. Coordinate the post-incident interview with the Homicide Unit. And transport the officer(s) from the scene to Headquarters for the interview.
 - d. Be present during the entire investigation.
 - e. Should not interfere with the investigation.
 - f. Ensure the officers get home safely.
 - The OIS Peer Support Officer will accompany the officers and attend the CISM session as part of the officers' care team.

Critical Incident Stress Management Session (CISM Session)

- Wellness Unit personnel are responsible for coordinating the critical incident stress management sessions.

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- The sessions are typically set for 24-48 hours after the incident.
- The shooter(s) in an OIS will be consulted about the date and time for the debriefing. If possible, the time frame should be within a 24-48 hour window.
- Wellness Unit personnel will contact the on-call FOCUS psychologist and on-call Chaplain to notify them of the general details of the incident and the date and time for the session. FOCUS and the Chaplains will accommodate that request.
- The Wellness coordinator of the particular incident, the assigned Chaplain(s), and OIS Peer support/peer support officers should arrive 30 minutes prior to a critical incident session. This allows time to coordinate with psychological services, the Command staff, Chaplains, Wellness Unit staff, and take care of any last minute details.
- They should also assist with ensuring that only appropriate personnel are present during the session, as well as identifying any special circumstances.

Post CISM Session Duties

- At the conclusion of the session, OIS Peer Support Officers shall assist involved officers with filling out any overtime slips for the incident and the CISM session if the officers accrued any overtime.
- The OIS Peer Support Officer should inform the officer(s) that their command staff should update them on when they will be expected to return to work. However, each case can and may be individually evaluated by the affected officer(s) command.
- If the OIS Peer Support Officer learns from the involved officers that they are not ready to return to work, they are to immediately call the Wellness Unit who will notify the officer's command staff with the officer's concerns. Only the officer's command staff can make any further modifications to the officer's work schedule, and any arrangements will be made at the direction of the command staff.

Outside Law Enforcement Agencies

OIS Peer Support Officers, if requested can respond to other Law Enforcement agencies OIS's within the City of San Diego. The OIS Peer Support Officer must obtain approval from their command and should return immediately once the outside agency's resources arrive.

Mutual Aid Requests

Only as directed by the field lieutenant or watch commander shall OIS peer support officers respond to OIS's located outside the city of San Diego.

Overtime

OIS Peer support officers who respond to critical incidents on-duty and work beyond the end of their regular shift will receive extension of shift overtime. OIS Peer support officers who are called out to a critical incident while off-duty will receive "Call-Back" overtime compensation (Refer to Dept. Procedure 1.20, Overtime Compensation).

Peer support training and meetings are mandatory and required for OIS Peer Support members to stay in a current status. These will typically occur about once a year. Peer Support members will receive overtime compensation if the mandatory trainings and meetings are scheduled outside of their normal work schedules (Refer to Dept. Procedure 1.20, Overtime Compensation).

Qualifications and Eligibility for OIS Peer Support Officers

- Non probationary Police Officer II, Police Officer III, Detective or Sergeant
- Current “meets standards” rating in all performance ratings
- Qualifying incident (OIS) or in-custody death by the officer’s actions
- Incident must have occurred more than 12 months prior to assignment
- Possess positive interpersonal and active listening skills
- Availability to respond to peer support callouts both on and off-duty
- Commanding Officer’s recommendation

Specific Training for OIS Peer Support Officers

- New OIS Peer Support Officers shall attend the 40-hour POST Basic Peer Support Class.
- OIS Peer Support Officers shall also attend at least two General Peer Support update trainings per year to maintain eligibility on the team.
- When conducive, and as incidents allow, the Wellness Unit will facilitate the call out of the new OIS Peer Support Officers to critical incidents to shadow an experienced OIS Peer Support Officer. This will allow the new team members to gain valuable experience with a senior member of the team.

Inactivation

OIS Peer support members can request to be inactivated due to personal issues, leave of absence, or current assignment conflicts (i.e., Internal Affairs or Homicide). Personnel wishing to do so should give voluntary notice to the Wellness Unit. Upon notification, the officer’s skill code should be removed from the MPS until they are reactivated.

Disqualification

OIS Peer support members must maintain the highest standards and integrity. Any violations should be reported to the Wellness Unit sergeant. Misconduct related to discipline can result in removal from the OIS Peer Support Team.

New members added to OIS peer support will serve a one-year probationary period where they can be evaluated based upon their performance and suitability for the program

Resignation

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OIS Peer support members who wish to resign should provide verbal or written notice to the Wellness Unit.

Reactivation

OIS Peer Support Officers who are inactivated and desire to be reactivated should notify the Wellness Unit who will determine their eligibility.

OIS Peer Support Confidentiality

Personnel should keep in mind that communication between OIS Peer Support Officers and employees is not privileged conversation under the law, regardless of Departmental policy, because peers are **not** licensed mental health professionals. As a result, courts may require disclosure of this information.

OIS and In-custody Death Peer Support Protocol

Protocol cards should be maintained with the current procedures and carried by peer support personnel when deployed to an incident. The information card can be handed to on scene supervisors and command staff as a reminder of proper protocol and peer support's role during an OIS or in custody death. Please see below.

OIS & IN-CUSTODY DEATH PEER SUPPORT PROTOCOL

- Other than a “public safety” statement, do not interview officers involved in an OIS. The Homicide Unit will handle the in-depth interview. Any questions you ask should be concerning outstanding suspect(s) direction of rounds fired, or any other information directly related to the immediate safety of arriving officers and the public
- As soon as possible, remove the involved officer from the scene of the shooting or any other area to which the media has access.
- Unless exigent circumstances exist (officer injured, immediate loss of evidence) do not request the weapon or leather gear of an officer involved in an OIS. Homicide handles this and will immediately provide replacement gear.
- After providing a public safety statement, officers and witnesses involved in an OIS will be taken by a Peer Support Officer or other uninvolved personnel to their work station or other designated area where they will be teamed up with a Peer Support Officer of their choosing.
- The Peer Support officer's role is to assist involved personnel in understanding the investigative process, to provide emotional support, and to ensure the officer's individual and immediate needs are met. Their primary role is to support the officer's involved.

If you disagree with any direction being given by the OIS Peer Support Officer to an individual involved in shooting or in-custody death, immediately call the on-duty Wellness Sergeant.

CHAPLAIN PROGRAM

Vision Statement

- To promote spiritual and emotional well-being among law enforcement officers and department personnel
- To develop a diverse chaplain corps to meet varied spiritual needs of the department.

Purpose of Chaplains

- To provide a presence of spiritual and emotional care and counseling for sworn and non-sworn personnel of the SDPD regardless of race, gender, sexual orientation, national origin, creed, or religion. It is offered without cost or proselytizing.
- To officiate at various department functions, retirement dinners, Police Officers Association meetings, recruit graduations, weddings, funerals, etc.
- To develop relationships with officers.

History

The San Diego Police Chaplain Program was established in 1969 to provide an additional resource of assistance for officers, their families and other department employees. Chaplains are volunteers from different religious faiths who bring an “understanding of the pressures of today’s living and the unusual problems encountered by law enforcement officers.”

Chaplains are not here to represent a particular denomination, but to care for the spiritual and emotional needs of the sworn and non-sworn employee. Therefore, the faith of the employee supersedes the faith of the attending chaplain.

Operations

The Chaplain Program (Ministry) falls under the Wellness Unit. The program is supervised by the Wellness Unit Sergeants. Day-to-day operations will be conducted by the Chaplain Leadership Team in close cooperation with the Wellness Unit Sergeants. The Chaplain Leadership Team is comprised of three chaplains that are appointed by the Wellness Unit Sergeants.

Chaplain Leadership Team

Lead Chaplain

- Primary communication with Chief’s office
- Secondary contact for callouts
- Will lead the chaplain meetings
- Along with the Training Chaplain, Operations Chaplain and Wellness Unit Sergeants, will set the agenda for meetings

Training Chaplain

- Schedule training for chaplains
- Oversee chaplain mentors
- Communication with chaplains for training needs

Operations Chaplain

- Oversee day-to-day operations of chaplain ministry
- Primary contact for callouts
- Consistent contact with chaplains/reviews reports

Leadership Selection

Leadership candidates will be chosen and appointed by the Wellness Unit Sergeants.

Leadership Terms

- Leaders will serve for three-year terms and may be reselected
- A vote of confidence will be held yearly at the first regularly scheduled chaplain's meeting of each year
- If there is a vote of no confidence or the leader steps down from his/her role, the Leadership Selection process will be enacted to fill the position

Minimum Qualifications

- A strong faith in God and a great love for people
- Master's degree from an accredited graduate institution or denominational equivalent
- Ecclesiastical certification in good standing; endorsement for law enforcement Chaplain by a recognized religious body; and approximately five years' experience in ministry
- Current involvement in a ministry, congregation or church-related organization in San Diego County
- Possession of a valid California I.D.
- Pass an oral interview and a background check
- Demonstrable experience and training in counseling and theology
- Never having been convicted of a felony or criminal offense involving moral turpitude
- Having a confident, secure personality, approachable spirit and amiable disposition, not intimidated by the law enforcement culture, and a genuine compassion for those in it
- A recognition that your moral standards and daily living will be the criteria by which you are accepted or rejected by your peers and the officer and employees you serve
- Pass an oral interview, background check, and polygraph

Selection Process

- Each SDPD chaplain candidate must fill out an SDPD Chaplain Application
- Applications are reviewed by the Chaplain Leadership Team
- Applicants will be interviewed by the Chaplain Leadership Team
- The Chaplain Leadership Team will then bring recommendations to the Wellness Unit for final approval
- The applicant is then interviewed by the designated SDPD appointing authority
- Upon passing the interview, the applicant is given a backgrounds investigation packet
- When completed, the packet is sent to the Backgrounds Unit for clearance
- Once cleared by the Backgrounds Unit, the applicant can be brought into the Chaplain Program
- After final approval, chaplain candidates will meet with the Wellness Unit Sergeants and then go through an orientation coordinated by the Chaplain Leadership Team
- Once the orientation is completed, chaplain candidates will be given a chaplain mentor and a specific assignment to a SDPD Division
- New chaplains must complete a 40 hour POST certified Chaplain class within two years of hire date
- The class will cover critical incident stress management techniques.

Issued Chaplain Gear:

- Uniform Polos (Short and long sleeve)
- Ballistic vest
- ID
- Proxy card
- Flat badge
- Flashlight X2 (small for day use, large for night use)
- Radio
- Car keys
- Reflective vest
- CPR mask
- Business cards

Chaplain Duties

- Being called to the scene of a traumatic incident to aid the officers involved
- Available to notify next-of-kin in death or serious injury incidents
- Furnish referral or resource assistance
- Counseling SDPD personnel and their families experiencing stressful situations
- Give confidential counsel to sworn and non-sworn employees
- Help with Critical Incident Stress defusing and CISM sessions to all sworn and non-sworn employees
- Training for crisis intervention
- Preside at weddings, funerals, or other religious events as requested

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- Visit sick or injured department employees
- Conduct invocations and benedictions at Department functions
- Organizing and conducting events designed to enhance morale and well-being of Department members and their families
- Fulfilling other functions deemed appropriate or requested by the Department

Expectations

- Attendance at four of the six meetings held bimonthly from 10:00 a.m. – 11:50 a.m.
- Participation in regular training - times may vary depending on training availability
- Availability for department functions, funerals, weddings and crisis situations
- Will submit by the 7th of the month a work recap sheet for the time they served the prior month
- Will volunteer a minimum of 10 hours/month
- Available on a 24-hour basis

Patrol Chaplains

- Attendance at line-up of their division at least twice monthly
- Minimum of two (2) ride-alongs per month for at least half of the shift

Ride-Alongs

When going on a ride-along chaplains are expected to:

- Arrive at the division prior to the line-up time dressed (with ballistic vest) and ready to go
- Identify themselves to the line-up sergeant
- Chaplains will normally be asked if they have anything to say during the normal line-up protocol. This is a good time for an introduction and a brief explanation of the program for any members who are not familiar with the program or how chaplains serve
- Be logged into the patrol car computer
- They will also provide the last four numbers of their radio I.D. to identify themselves in the event they use the radio for an emergency

Non-patrol Division Chaplains

- Division visitation twice monthly
- One visit must include a line-up

Role for Officer-Involved Shootings

The on-call Wellness Unit personnel will coordinate with the Chaplain Leadership Team and ensure that a chaplain responds to the incident.

Chaplain Program Confidentiality

Any communication that may occur between a member and a chaplain will be held in confidence, and is considered “penitential communication” as defined in the California Evidence Code, and is covered by California State privilege and protection. The clergy penitent privilege (California Evidence Code sections 917, 1030-1034) applies to conversations of sworn and non-sworn personnel with the chaplain where there is an expectation of privacy and confidentiality. SDPD Chaplains have a duty to keep said communications confidential and secret, except where withholding such would violate applicable mandatory disclosure laws.

ALCOHOL / SUBSTANCE ABUSE PROGRAM (ASAP)

Background

Alcohol and/or substance abuse is an underlying problem in many department incidents resulting in discipline or discharge. It frequently plays a part in suicide, domestic violence, sexual harassment incidents, poor job performance, and financial difficulties.

Experience confirms the consensus of law enforcement agencies throughout the nation that police officers relate to and respond more positively to those who have experienced similar problems and have learned to cope with them successfully.

Goals

The goals of the Alcohol/ Substance Abuse Program are:

- To assist employees and their families to recover from alcohol and/or substance abuse and to help them continue to be productive members of the San Diego Police Department
- To aid in the reduction of alcohol and/or substance abuse and related problems
- To improve the quality of life, both personally and professionally, within the San Diego Police Department family

Strategies

The following are the strategies that will be employed to meet the goals of the Alcohol/ Substance Abuse Program:

- To provide alcohol/substance abuse information, training and direct assistance to management, employees, and family members
- To maintain liaison with psychological services (FOCUS), the City's Employee Assistance Program (EAP), the Public Safety Fellowship (a 12-step program), other recovery modalities, outside agencies, and alcohol/substance abuse centers to keep abreast of current training and trends

Qualifications

The Alcohol/Substance Abuse Program coordinator should be a qualified peer employee, and whenever possible, should be certified as an Alcohol and Substance Abuse Counselor from the Naval Program, or possess a minimum of Certified Alcohol and Drug Abuse Counselor (CADAC I) Certification. The coordinator may be one who has not had an addiction problem, or one who is a recovering alcoholic and or addict, with at least three years of continuous sobriety and who attends the Public Safety Fellowship, or other recovery programs. The coordinator's role is to provide support and referral information to employees and their families who are experiencing problems with alcohol and/or substance abuse.

Responsibilities

- The Alcohol/Substance Abuse Program coordinator reports to the Wellness Unit sergeants and the Assistant Chief of Training and Employee Development
- Provides confidential assistance for employees and their families, with alcohol/substance abuse related problems.
- Provides positive assistance with the goal of motivating that person to make a commitment to seek help, and then provide supportive services for a comprehensive treatment program with continuing care through Alcoholics Anonymous or other treatment sources.
- Assist with coordination of in-patient and out-patient treatment.
- Maintain liaison with the Public Safety Fellowship (Alcoholics Anonymous for First Responders), and or other likeminded groups.
- Maintain information regarding substance abuse recovery benefits available through employee health care providers.
- Liaison with recovery programs to determine levels of service, in-patient and out-patient services, and financial packages available to Department employees.
- Provide presentations on substance abuse and recovery to members of the Department. These presentations will take place at the Academy, and as In-Service and menu training. It will be made available to all classes of employees, including supervisory and management.
- Prepare articles for the Wellness Unit newsletter.
- Maintain quarterly activity and statistical reports/logs.

ASAP Confidentiality

The acceptance and success of the Alcohol/ Substance Abuse Program (A.S.A.P.) will be determined, in part, by observance of confidentiality. It is imperative that counselors maintain strict confidentiality of all information learned about an individual, within the guidelines of the program.

The policy of the San Diego Police Department's Alcohol/Substance Abuse Program is to maintain this confidentiality. Communication between A.S.A.P. and a peer are considered confidential except for matters which are specified in the confidentiality section of this manual.

Personnel should keep in mind that communication between A.S.A.P. coordinators and employees are not privileged conversation under the law, regardless of Departmental policy, because peers are **not** licensed mental health professionals. As a result, courts may require disclosure of this information.

Work Schedule

The coordinator performs A.S.A.P. responsibilities as a collateral function to their normal assignment. The normal duty assignment must have priority over any A.S.A.P. responsibilities. Conflicts should be managed with the counselor's supervisor, or the Wellness Unit sergeants.

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The A.S.A.P. coordinator reports to the Wellness Unit sergeants and the Assistant Chief of Training and Employee Development.

Compensation

The coordinator is an unpaid position within the Wellness Unit. Overtime must be approved in advance by the Wellness Unit sergeants.

Callbacks

The coordinator is subject to callback, when approved by the Wellness Unit sergeants. The coordinator will advise their supervisor of any/all work outside normal work hours.

Personal Safety

The coordinator will never knowingly place themselves or others in dangerous situations. The counselor shall consult with their supervisor for advice and direction when dealing with unstable or suicidal individuals.

Court/Hearing Testimony

The coordinator, who has worked with employees in recovery, or in the aftermath of a rehabilitation contract, may be called upon to testify on behalf of an employee before an internal Department hearing or in court. It is the duty of the coordinator to testify when properly subpoenaed. It is also the duty of the coordinator at such a hearing to obtain the on-record consent of any client employee, prior to revealing any pertinent information in a hearing that may have been learned or shared during confidential counseling sessions.

Recaps

The coordinator is responsible for completing monthly recaps as required of all Wellness Unit members and Peer Support Unit Members.

FACILITY DOG PROGRAM

I. Purpose

A facility canine are specifically trained service dogs assigned to a full-time handler to “work” daily within the police department. Having a facility canine with the Wellness Unit will encourage participation in psychological therapeutic treatments, which decreases anxiety, emotional distress, calms agitation, and generally lift spirits. Facility canines have proven to lessens depression, reduces feelings of isolation, encourages communication, provides comfort, increases socialization, and reduces feelings of loneliness.

Scientific studies have shown the physical health benefits of engaging with a facility canine include, lower blood pressure, slowing of heart rate, reduction of stress hormones, accumulation of good hormones, and diminishing of overall physical pain.

II. Organization

- A. Wellness facility canine handlers shall be comprised of those personnel assigned by the Chief of Police or their designee.
- B. Wellness facility canine operations are under the command of the Wellness Unit. Control and direct supervision of wellness facility canine operations are delegated to supervision within the chain of command of the Wellness Unit and is under the Assistant Chief of Training and Employee Development.

III. Personnel

- A. The Wellness facility canine handler has the sole responsibility for daily stewardship and training of their canine. The handler must always function as the animal’s advocate and will be expected to house the canine at their personal residence. Wellness facility canines do not have to be housed in a secure department-approved kennel. It is at the handler’s discretion to ensure the wellness canine is housed in a secure and safe environment.
- B. All full-time facility canine handlers will attend initial placement training and mandatory monthly training by the Department’s selected vendor that is Assistance Dogs International (ADI) accredited. ADI is to the highest standards in the assistance dog industry.

Timecards and compensation

- A. All handlers assigned, and caring for a wellness dog, are entitled to receive Canine Maintenance Compensation at the rate of 2.0 hours per week. This compensation is for the maintenance and continued training of the issued canine.

1. Canine Maintenance Compensation will begin when the new handler receives his/her dog.
2. On the electronic timecard, the handler shall document 4 hours of overtime per pay period by posting 2.0 hours each week using the code, "K9 Care Pay OT", in the "Att./abs.type" column. This compensation may be taken as 2.0 hours of comp and/or pay per week. The 2.0 hours per week shall not be divided.
3. If a handler does not have a dog, the Canine Maintenance Compensation will be temporarily discontinued, then reinstated if another dog is received.
4. Canine Maintenance compensation (while the handler cares for his/her assigned dog) will continue during the time a handler is on Industrial Leave unless the dog is no longer in their care.
5. If a secondary or back up handler is caring for the facility dog while the primary handler is on away or on vacation, the secondary handler will be entitled to the same overtime listed in this section.

IV. Animal Health and Welfare

- A. The San Diego Police Department is committed to the health and welfare of all animals under our care and as such, will ensure that all animals receive the proper nutrition, grooming and medical care as necessary.
- B. It is the responsibility of each officer assigned a wellness canine to ensure that their canine stays up to date on all vaccines and medical appointments. Wellness canines are covered under the Department's Canine Unit's authorized vendors for canine food and veterinary care. Handlers are to use these approved vendors for routine veterinary care.

1. The contract veterinarian to be utilized by all canine handlers is:

Main Street Small Animal Hospital
2773 Main Street
San Diego, CA 92113
Phone: (619) 232-7401

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2. The contract veterinarian will perform annual physicals, any non-emergency care, and minor dental services. If more extensive dental work is required, the contract veterinarian will refer the dog to the contract dentist.

- C. In the event of an afterhours emergency where medical care for the canine is necessary and cannot wait until normal veterinarian hours of operation, the following 24-hour clinic should normally be utilized:

Emergency Animal Clinic of San Diego
2317 Hotel Circle South
San Diego, CA 92108
Phone: (619) 299-2400

- D. Handlers will be responsible for all canine care outside of normal working hours unless boarded at an approved location determined by the Chief of Police or their designee.
- E. The Chief of Police or designee will make final approval on all outside vendors associated with the care of SDPD wellness canines.
- F. In the event of an afterhours emergency, handlers will notify their chain of command as soon as practicable.

V. Training

The use of therapy or facility service dogs in law enforcement is a relatively new concept but is considered best practices for public safety wellness units. There are currently no California POST standards for law enforcement facility canines. However, the Wellness Unit will only use vendors with ADI accreditation to ensure we are using the industry's highest standards for assistance dogs. The below guidelines are to be followed to ensure the SDPD maintains a professional program.

- A. Maintain training records and all documentation associated with the SDPD wellness canine program.
- B. Coordinate a ongoing training schedule for the program with both approved ADI accredited trainers and individual training with solely the dog and handler.
- C. Ensure to the best of their ability that each handler/canine team maintain the proficiency necessary to receive and maintain a nationally registered therapy canine certification.

1. Handler/Canine Teams

- A. The key to maintaining a professional program is maintaining a professional level of competency. In the case of the SDPD Wellness Canine program, it is imperative that the handler and their canine partner train regularly as a team.
- B. It will be the individual responsibility of each handler to self-monitor their progress with their canine as a team to ensure they maintain proficiency set forth by a nationally accredited Assistance Dogs International.
- C. It is recognized that as with humans, each canine is unique in their own way. Some canines or handlers may require more training and instruction than others.

2. Maintenance Training

- A. In addition to certification from a nationally recognized therapy canine association, wellness canine teams will conduct documented training together at a minimum of eight hours per month.

3. Pre-Certification Training

- A. It is recognized that part of a successful training program includes working the handler/canine together in public settings prior to certification through an ADI accredited program. Each individual handler/canine team will be assessed by an ADI accredited trainer, on a case by case basis, to best meet their needs for successful development into the Department.

VI. Canine Acquisition, Selection and Disposition

- A. Supervision and handlers within the wellness facility program will make every attempt to select the best possible wellness facility canine candidates to meet the needs of the SDPD. Facility dogs require several months of special training. The canine must be highly social and enjoy working with a variety of people.
- B. If necessary and when available, supervision and handlers in the program will consult the advice of recognized specialists in the field of canines i.e. veterinarians, breeders, accredited canine trainers, etc. to make informed decisions on facility canine candidates.

- C. The Chief of Police or designee reserves the right to acquire facility canines for the program through available and existing funding sources or through donations from community members and partners via the San Diego Police Foundation.
- D. Recommendations to retire a therapy canine for cause will be made through the chain of command. After consultation with the veterinarian, and accredited canine trainers, the Chief of Police or their designee will make the recommendation as to whether the facility canine may be retired. The average service life of a facility dog is approximately 8.5 years according to canine training experts. However, each canine is different.
- E. If retirement is recommended, the handler will be given the first opportunity of adoption like the Department's Canine Unit. If the handler refuses adoption it will be the responsibility of the program supervisor to find a suitable home within the community.
- F. If a handler vacates their position within the Wellness Unit, voluntarily or non-voluntarily, the handler will have to relinquish control over the facility canine if the canine is not eligible for retirement. If the canine is eligible for retirement, the handler will be given first option to adopt the canine. If the handler refuses adoption, it will be the responsibility of the program supervisor to reassign the canine to a new handler or find a suitable home within the community if the canine is retired.
- G. When it becomes necessary to retire a wellness facility canine, the department may transfer ownership of the canine to the last handler, provided the handler wishes to keep the canine. Based on industry standards and recommendations the wellness facility dog will be subject to retire at 8.5 years of age.

VII. Equipment, Supplies and Services

- A. All equipment supplies and services necessary for the care of a wellness canine will be supplied through the SDPD Canine Unit and their approved vendors.
- B. It is recognized that all canines require the same basic needs such as nutrition, grooming and medical care, however, it is also recognized that each dog is individual and may require specific items for their success. Each handler/canine team will be assessed and equipped on a case by case basis to give them the best chance of success and provide the best service to the department.
- C. The handler assigned to the Wellness Unit will be assigned a department vehicle from the Wellness Unit and can transport the facility dog in any of the Wellness Unit's vehicles.

VIII. Deployment and Use of a Wellness Canine Team

A. Daily Duties

1. It is generally expected that once a handler/canine team successfully attains certification through a nationally recognized ADI training program that the canine and handler are one team. The facility canine will accompany the handler as they go about their daily duties in the workplace.
2. It is expected that if the handler has prior knowledge where the presence of a canine would aggravate a situation, such as, meeting someone with a fear of dogs, dog allergies, particular cultural beliefs or etc., the handler make prior arrangements to leave their canine safely secured while tending to daily business.

B. Authorized Uses

1. Daily duties in the workplace
2. Public events
3. Community outreach and engagement
4. Major emotional incidents
5. School demonstrations
6. Grief loss and trauma
7. Natural disaster incidents
8. Crisis intervention
9. Any use not covered in this procedure as deemed appropriate by the Chief of Police or their designee.

C. Deployment Outside of San Diego County

1. Deployments or requests for SDPD wellness canine teams outside of San Diego County require specific approval of the Chief of Police or their designee.

D. Callout Procedure

1. Any request for the wellness canine team after normal operating hours will be made through the SDPD Watch Commander Office or Wellness Hotline.
2. The Watch Commander will provide the contact information for the on-call Wellness Unit employee.
3. The on-duty Wellness Unit employee will then make the determination of whether to contact a handler/canine for deployment. Consideration will be given to the urgency and immediate need and availability of the handler/canine at the time.

E. Deployment Documentation

1. After the therapeutic deployment of a canine and upon clearing the deployment, the handler shall request a MPS event number from the communications center. Daily routine duties and community events do not count for the purposes of documentation. All non-therapeutic use will be kept on a calendar accessible by program supervision and all handlers.
2. A form approved by program supervision will be used by each handler/canine team to document deployments and will include at minimum the following information:
 - a. Date/time
 - b. Canine team
 - c. Agency or person making request
 - d. Type of incident/deployment
 - e. MPS Event number
 - f. Report number (if applicable)

F. Incident Management and Reporting

1. Bite or Injury Resulting from Wellness Canine

- a. Immediately secure the canine in a safe area or department vehicle if practicable.
- b. Request EMS and administer first aid if applicable.
- c. Notify supervisor as soon as feasible. Supervisor will respond to the scene to conduct a supervisor's investigation.

- d. Document the injuries and scene. Supervisor should also confer with an on-duty canine supervisor to ensure all necessary information is obtained.
- e. Obtain witness statements from affected person and witnesses if possible.
- f. The handler will write detailed report and submit through the chain of command along with all pertinent paperwork, evidence and pictures associated with the incident.

XI. Unattended Wellness Canine

- A. Generally, wellness canines should not be left unattended for an extended period of time. When not under the immediate control of the respective handler, the dog is to be secured in an approved kennel, or inside a properly equipped canine vehicle.
- B. When outside of the canine vehicle, and not in an approved kennel, the dog should be secured to a solid, fixed object. The handler should take steps to ensure the Wellness Facility canine will not injure itself or any person. If secured in this manner, the handler must always remain in visual contact with the dog.

If the handler will be going on an extended leave away from home or on vacation, the primary handler is to have a trained secondary handler of the Department care for the dog. If a secondary handler is not available, a SDPD canine handler can care for the dog during their absence.

XII. Vehicles

- A. The Wellness canine handler assigned will be issued a take-home unmarked vehicle for transportation of the canine. to and from work, training, and selected special events. No modifications to the vehicle will be made without expressed authorization from the Unit Chief.

Officer-Involved Shooting Or In-Custody Death Protocol

I. PURPOSE:

This Department procedure establishes guidelines for best Wellness Unit practices following San Diego Police Officer-Involved Shootings or In-Custody Death Incidents.

II. BACKGROUND:

According to the IACP's *Officer-Involved Shooting Guidelines*;

“An officer-involved shooting is perhaps the most traumatic event an officer will encounter during service. Such incidents trigger complex psychological and emotional effects; all too often, the normal coping strategies employed by individuals are inadequate for such an extreme event...There is no one right way to react.”

III. PROCEDURE:

The following procedures are the current, best practices utilized by the Department to help the involved officers can eventually return to duty physically healthy and mentally resilient.

WEEK OF INCIDENT:

- A. Following the incident, witness and subject officers are removed from the scene and taken to a secure place to meet with peer support resources and Wellness Unit resources. (Usually a substation or HQ)
- B. Peer support members stay with officers as they are led through the investigative process with the investigating unit.
- C. At the conclusion of the investigative process, all the officers are released from their work shift to go home.
- D. Within the approximately a week, a Critical Incident Stress Debriefing (CISD) is required for the subject and witness officers involved in the incident. This debriefing is protected by patient-client privilege within the Evidence Code and is conducted by FOCUS Psychological Services. Officers should receive follow up from the same FOCUS Psychological Services practitioner at a later date.
- E. Post-shooting interventions are scheduled by the Wellness Unit to assist officers in their recovery.

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- F. The Wellness Unit submits a training request for the officer to schedule a POST Plan IV trauma retreat. Spots are limited and it could take some time to successfully enroll an officer in a class. It could take several months up to a year.

WITNESS OFFICER(S):

Witness Officers can be impacted by the event just as strongly as subject officers. The Officer's command staff should use thoughtful care when dealing with witness officers with a supportive and empathetic approach. Typically, witness officers do not require more time than the 1-2 days off prior to the Critical Incident Stress Management Session. Commanding Officers should verify the individual needs of these Officers when gauging readiness to return to duty. Coordination between the Wellness Unit commanding officer and the witness officer's commanding officer is highly recommended. The Chief's Office has the final decision to bring the officer back to light duty or full duty

- A. Unless the officer is going off on normal days off, witness officers are usually given 1-2 days on "11-86" status away from work in order to recover from the critical incident and the lengthy interview process.
- B. This also helps gain one or two sleep cycles prior to the "Critical Incident Stress Management Session."
- C. Peer support members check on these officers as they recover at home and at work.

SUBJECT OFFICER(S):

Subject officers of an officer involved shooting or in custody death are typically granted a minimum of one to three weeks depending on the event. Extreme care should be taken in acknowledging the traumatic effects of this stressful event. Commanding officers need not discuss the incident or investigation, but should contact their officer to offer emotional support and encouragement.

Before there is consideration to return the officer to light duty or admin status, their commanding officer should seek input from the Wellness Unit commanding officer. Often times, employees feel pressured by command staff or obligated by peers to return to work before they are truly ready. The wellness unit can help mediate and communicate those concerns.

- A. Subject officers are usually granted 1 to 3 weeks of "11-86" time at home to mentally recover from the critical incident and the long investigative process.

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- B. The time off also allows officers to de-stress and avail themselves to department wellness resources. The length of 11-86 time is subject to change since each officer's incident and situation are different.
- C. The commanding officer of the Wellness Unit can give the Officer's commanding officer general input and let them know if there are any wellness concerns.
- D. The final decision as to whether to bring the officer back to light duty status or not is made by the Chief's Office.

AFTER THE INCIDENT:

Once the subject officer is ready to return to work, he/she will be in a light duty admin capacity at their command until the officer is officially cleared by the District Attorney's Office. This will be several months.

- A. On occasion, the best environment for the officer to return may not be within the originating command, as repetitive reminders of the event and proximity to those officers involved may be counter-productive. Specialized Unit admin duty is sometimes helpful in the recovery of the officer.
- B. Unless there are special, mitigating circumstances, CTRU light duty for these subject officers is not recommended.
- C. After the District Attorney's Office clearance letter is received and the Chief's Office can clear the officer to return to full-duty status. Typically, the subject officer will return to their command unless there are special, mitigating circumstances that would necessitate a transfer to another command or unit.
- D. After returning to duty, the subject officer and primary witness officers will be scheduled to attend a POST Plan IV trauma retreat with an approved provider. The current program is offered in Lake Arrowhead and has all-inclusive costs of \$820 per officer. This course is offered several weekends per year and a certain number of spots are allocated to the San Diego Police Department through In-Service Training. It can take up to a year for an officer to attend. This is in addition to peer support and wellness resources offered to the officer. It is voluntary and officers may decline to attend.

It is important to note, post-shooting psychological interventions are NOT "fitness for duty" requirements or mandatory evaluations. They are simply additional tools to help officers recover properly. Officers may also request a PTSD/PTSI claim as a work related injury due to the event. This is a presumptive injury per Senate Bill 542. There are very few PTSD injury claims from critical incidents.

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Appendix I



DATE:

TO: **Sandra Albrektsen, Assistant Chief**

FROM:

SUBJECT: Wellness Unit Confidentiality Agreement

All Wellness personnel are responsible for maintaining the integrity of the Wellness Unit by ensuring strict confidentiality standards are adhered to at all times. Security measures and access to all Wellness documents will be strictly enforced and in accordance with the Wellness Operations Manual, Department Procedure, and the Peace Officers Bill of Rights. Wellness personnel shall ensure the following security measures be adhered to:

All information discussed among staff in regard to wellness issues shall be considered confidential.

Wellness personnel are at times given privileged information that will not be discussed with anyone without a "need to know," or a "right to know."

Wellness personnel shall refrain from discussing information in non-secure areas, or areas to which persons other than members of the Wellness Unit have access. Such non-secure areas include, but are not limited to, police building parking lots, elevators, hallways and lobbies, as well as the common areas of the Wellness Office.

In undertaking my duties as an employee of the Wellness Unit, I pledge to maintain the confidentiality of information garnered through Wellness documents, information and discussions.

Upon separation, transfer, or removal from the Wellness Unit, I will not talk about Wellness Unit personnel, cases or operations in a specific or general manner. Any breach in confidentiality is strictly prohibited.

I acknowledge the confidentiality policy of the Wellness Unit.

Print Name

I.D. #

Signature

Date