
Operations Manual

WELLNESS UNIT

San Diego Police Department

September 2020

WELLNESS UNIT OPERATIONS MANUAL

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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, debriefings, 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 and one POII under the supervision of the Assistant Chief of Training and Employee Development. Additionally, there is one civilian employee assigned to the unit.

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Office hours are generally 0700-1700 hours, Monday through Friday. If no one is available in the office, the on-call staff member can be reached through the Watch Commander.

Wellness Unit staff members are housed in the police headquarters building on the 7th floor. 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 0700-1600 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 when in an on-call status. 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 the upcoming Emotional Survival I, II and III block of instruction at the regional academy and an overview of SDPD's employee resources.

Emotional Survival I, II and III (Regional Academy)

The Wellness Unit staff will provide three, two-hour blocks of Emotional Survival training to the regional academy in coordination with the In-Service Training Unit Lifetime Fitness Core Instructor. The training consists of: an in-depth review of Dr. Kevin Gilmartin's book *Emotional Survival for Law Enforcement: A Guide for Officers and their Families*; the concept of the *Invisible Backpack*; police suicide, risky and ineffective coping behavior, anger management, substance abuse, physical and spiritual fitness, and a variety of other issues.

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 particular academy's upcoming Family Wellness Day during the regional academy's Emotional Survival 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.

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.

Facebook

The Wellness Unit staff, or designated member, will update and maintain the Facebook page autonomously. Each staff member of the Wellness Unit has access to add or remove content with the approval of one of the Wellness Sergeants. The social media account will highlight agency specific wellness trends and event information and focus on raising awareness within the law enforcement community.

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-and-a-half-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. The first day is a five-hour presentation on the principles of emotional intelligence. The second day the officers will be placed in role play scenarios and expected to utilize the emotional intelligence techniques. This training will normally be held at NTC unless circumstances arise.

Police High Intensity Training (PHITPD) on Instagram Social Media Network

The Wellness Unit Sergeant in collaboration with the Police Academy Core Instructor Sergeant will update and run the Instagram account under the supervision of the Training Division Commanding Officer. This social media account will highlight and focus on raising awareness within the law enforcement community in the areas of wellness, nutrition and fitness.

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 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

Stress Reduction for Trainees

Wellness staff along with FOCUS Psychologists meet with current phase trainees between second and third phase and discuss their current stressors. This will help ensure trainees have resources and techniques to reduce stress dealing with their training and their home environments. Different forms of mindfulness/meditation are used during this class as well as breathing techniques. This is a two-hour class organized through the field training office.

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 been 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.

- 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 debriefing as part of the officers' care team.

Critical Incident Stress Management Debriefings

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

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- The debriefings 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 debriefing. 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 debriefing. 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 debriefing, as well as identifying any special circumstances.

Post-Debriefing Duties

- At the conclusion of the debriefing, OIS Peer Support Officers shall assist involved officers with filling out any overtime slips for the incident and the debriefing 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).

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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

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 call-outs
- 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 call-outs
- 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 debriefing 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.

WELLNESS UNIT OPERATIONS MANUAL

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.

WELLNESS UNIT OPERATIONS MANUAL

Appendix I



DATE:

TO: **Sandra Albrechtsen, 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