

Wellness Program

1057.1 PURPOSE

The San Bernardino Police Department recognizes the need to develop, support, and enhance the wellness of its employees throughout their careers for their personal wellbeing and in support of the Department's mission to provide the highest quality of service and assistance to the community. It is important that all employees are equipped with the knowledge to take good care of themselves and to assist each other. The purpose of the Wellness Program is to provide confidential and experienced resources for employees and their family members, and to support them in managing both professional and personal crisis.

1057.2 POLICY

It is the policy of the San Bernardino Police Department to provide available support, training, and resources to assist Department employees and their families in managing professional and personal crisis as well as to enhance employee mental, emotional, and spiritual wellness so employees are better prepared to more effectively process the stress and emotional trauma prevalent within the law enforcement profession.

1057.3 COMPOSITION

The Wellness Program will be supervised by a Wellness Program Coordinator, who will be a sergeant appointed by the Chief of Police. The Wellness Program Coordinator will serve for a period of one year, with the possibility of consecutive annual re-appointment at the discretion of the Chief of Police. The Wellness Program Coordinator will report directly to the Chief of Police.

The Wellness Program Coordinator will supervise the Peer Support (Section 1059) and Chaplain (Section 356) Programs, both of which are encompassed by the Wellness Program.

1057.4 DUTIES

The following are the major duties of the Wellness Program Coordinator.

Assess referrals and need for services. The Wellness Program Coordinator will receive and assess all requests and referrals for Wellness Program services. Department employees may request services for themselves, their family members, or for another employee. Employees who refer another employee for services may do so anonymously.

Continual recruitment and training for the Peer Support and Chaplain Programs. The Wellness Program Coordinator is responsible for the recruitment, initial training, and periodic update training for all Peer Support Team and Chaplain personnel.

Coordinate Chaplain and/or Peer Support Team response to all employee critical incidents. The Wellness Program Coordinator will assess the need for a member of the Peer Support Team and/or a Chaplain to respond to critical incidents when needed to support involved employees. Critical incidents may include, but are not limited to:

- A child or infant death,
- A suicide witnessed by an employee,
- A serious injury or death of an employee,
- A officer-involved shooting, and
- A in-custody death.

Coordinate debriefing and intervention resources. The Wellness Program Coordinator will coordinate debriefings and any needed interventions for employees impacted by significant critical incidents or other occurrences in which employees would benefit from a variety of resources being immediately available.

Be available to employees who are experiencing a personal crisis. The Wellness Program Coordinator will make himself or herself reasonably available to assist employees with personal or professional crisis.

Check on employees and assess need for services. The Wellness Program Coordinator will reach out to Department employees who may be in need of assistance whether due to personal or professional crisis. The Wellness Program Coordinator will assess each situation individually, balancing the need to coordinate available services for an employee with that employee's need for assistance and desire for privacy.

New employee orientations. Upon request, the Wellness Program Coordinator will provide an employee orientation to the Wellness Program to any new employees.

Resource identification and distribution. The Wellness Program Coordinator will be responsible for finding needed resources and linking employees with those resources that best fit the employee's needs, whether in answer to a personal or professional issue. The Wellness Program Coordinator will continually seek out new resources to offer employees.

Provide educational seminars and workshops. Workshops and training seminars will be coordinated and facilitated around the issues that are important to employee wellbeing and health.

Regularly disseminate information. The Wellness Program Coordinator will publish a quarterly newsletter featuring a variety of wellness topics. An internal website may also be developed and maintained, which includes links to resources within and outside the Department.

1057.5 CONFIDENTIALITY

The policy of the San Bernardino Police Department is to maintain employee confidentiality whenever possible in the conduct of Wellness Program activities. The acceptance and success of the Wellness Program will be determined, in part, by strict observance of confidentiality. It is

imperative that all members of the Wellness Program keep private any confidential information learned about a person, within the guidelines of the Program.

Communication between the Wellness Program Coordinator and an employee is considered confidential except for matters in which:

- A person is a danger to themselves or others,
- There exists suspected child abuse or factual elder abuse,
- There exists suspected domestic violence, or
- There exists information concerning the commission of any crime.

Only the Chief of Police has the authority to order the disclosure of confidential information maintained by the Wellness Program or its personnel. Notwithstanding this policy, Department employees should keep in mind that communication between Wellness Program personnel (including the Wellness Program Coordinator and members of the Peer Support Team) is not privileged conversation under the law because Wellness Program personnel are not licensed mental health professionals. As a result, courts may also require disclosure of confidential information.

1057.6 NOTIFICATION OF EMPLOYEE CRITICAL INCIDENT

The Watch Commander or his/her designee should notify the Wellness Program Coordinator whenever a critical incident occurs that might result in a Department employee needing the services of a Chaplain, Peer Support Team member, or the Wellness Program Coordinator. Such critical incidents may include, but are not limited to:

- A child or infant death,
- A suicide witnessed by an employee,
- A serious injury or death of an employee,
- A officer-involved shooting, and
- A in-custody death.