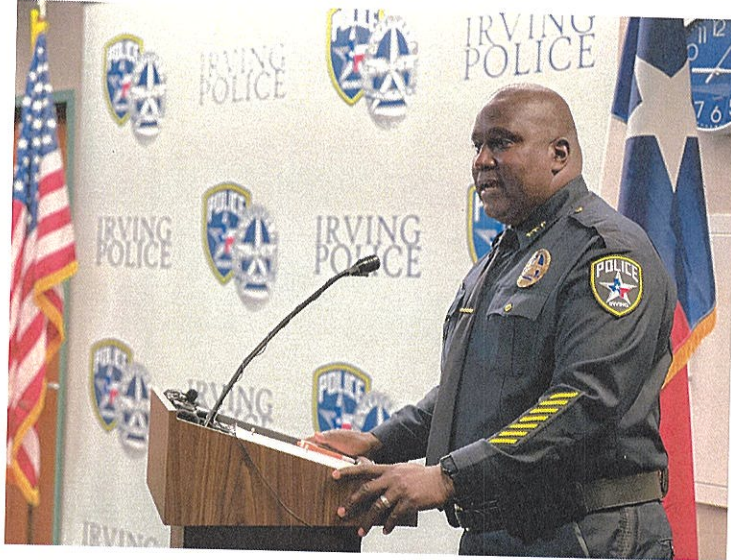


## Attachments

**Attachment 1**



**Chief Derick Miller  
Irving Police Department  
11<sup>th</sup> Police Chief - Tuesday, May 31, 2022**

**Attachment 2**



**Chief Victor Conley  
Irving Fire Department  
Appointed in 2014**

# Attachment 3

Public Safety Wellness Unit | Irving, TX | Home | Government | Departments A-H | City Manager's Office | Public Safety Wellness Unit

Public Safety Wellness Unit | Irving, TX | Home | Government | Departments A-H | City Manager's Office | Public Safety Wellness Unit

Public Safety Wellness Unit | Irving, TX | Home | Government | Departments A-H | City Manager's Office | Public Safety Wellness Unit

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Public Safety Wellness Unit | Irving, TX | Home | Government | Departments A-H | City Manager's Office | Public Safety Wellness Unit



- GOVERNMENT
- RESIDENTS
- BUSINESS
- VISITORS
- SERVICES
- I WANT TO...
- WASTE COLLECTION
- LIBRARY
- LOST & FOUND PETS
- PARKS AND RECREATION
- REPORT A CONCERN

## QUICK LINKS

**About the Office**

**American Rescue Plan Act**

**Budget**

**City Manager Focus Areas**

**City Manager's Team**

**Diversity and Inclusion**

**LGBTQ Liaison**

**Legislative Insider**

**Public Safety Wellness Unit**

**Resident Survey**

**Strategic Plan**

**CONTACT US**

**MILDRED BETANCOURT, PH.D.**  
Public Safety Wellness Unit Senior Manager  
P. (972) 438-9726  
[Email Mildred](mailto:Email Mildred)

**BARBARA BANDA, LPC-S, RPT, EMDR CERT., CFRC, YFFR**  
Public Safety Wellness Unit Clinician  
P. (972) 438-9554  
[Email Barbara](mailto:Email Barbara)

**FELICIA NEVAREZ, LCSW**  
Public Safety Wellness Unit Clinician  
P. (972) 438-9725  
[Email Felicia](mailto:Email Felicia)

City Hall  
825 W. Irving Blvd.  
Irving, TX 75060

Public Safety Well...html

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Rain off and on

FRIDAY, JANUARY 6, 2023

PUBLIC SAFETY WELLNESS UNIT NEWSLETTER

2023 Events

**Month of February** - Introduction to Trauma Informed Care for First Responders Campaign

**Peer Support Quarterly Trainings for 2023**

- March 15 & 16
- June 14 & 15
- September 13 & 14
- December 6 & 7

**Other Events 2023:**

- April 29- Peer Support Family Day with Heroes on the Water



Wishing All First Responders a Safe and Happy New Year

The Power of Hope

In this first edition of our monthly newsletter for 2023, I want to take a moment and reflect on "the power of hope." So much of our lives is spent looking outwards, helping others, moving forward or from one project to the next, that we seldom stop, just stop, to sit with the present. We have one life to live, we do not get a do over. Our lives, much like our natural resources, is scarce when we consider it from the vastness of time. Which begs the question; how am I living my life?

For some individuals, the idea of just stopping to consider the present moment may be daunting. So much of their time is spent on trying to survive by avoiding the memories or numbing the feelings, that the thought of sitting with the pain or the "ugly" stirs up intense emotional distress. However, living in a state of constant survival is like flying an airplane with a leaking fuel tank. At some point the airplane will run out of fuel and crash. Living in a constant state of escape requires an insurmountable amount of negative emotion, mainly fear. In time, the individual begins to experience the depletion in their physical, emotional, psychological, and spiritual health. At this point, the realization that the fuel that once kept them going is empty. In other words, the individual realizes they have lost all sense of hope.

It is in this stage that individuals find themselves immerse in hopelessness. Hopelessness feels different for everyone, but Sciolli and Biller (2009) suggest there are nine pure forms of the emotion. These nine types of hopelessness can be grouped into three categories:

- alienation, forsakenness, and lack of inspiration
- doom, helplessness, and captivity
- powerlessness, oppression, and limitedness

These categories are based on the types of cognitive distortions that typically drive each form of hopelessness.

A counselor can help to identify and process these negative cognitions. In other words, to regain hope we must try to think about our thoughts and how we can change them to see things differently. This brings me back to the importance of "stopping."

An article in Psychology Today titled "The Power of Hope" (2013), Dr. Archer states that, "hope defines the psychological victim and psychological survivor." He continues to state: "If I could find a way to package and dispense hope, I would have a pill more powerful than any antidepressant on the market. Hope, is often the only thing between man and the abyss. As long as a patient, individual or victim has hope, they can recover from anything and everything."

Dr. Archer's defines a psychological victim and a psychological survivor as follows:

- **Psychological victims:** these individuals are passive, pessimistic, and look to the past. They ask, "Who will help me?" They despair and are all consumed by their loss, refusing to help themselves.
- **Psychological survivors:** these folks are active, optimistic, and look to the future. They ask, "How can I help myself?" They grieve, which is healthy, but they continue to persevere and fight.

The American Psychological Association (APA) defines hope as: the expectation that one will have positive experiences or that a potentially threatening or negative situation will not materialize or will ultimately result in a favorable state of affairs.

The question now is; how do I foster hope in my life? I recommend we start by "stopping." I can't emphasize this enough. This new year provides us with tangible end and starting point to make significant changes, and I am not referring to new year's resolutions. I am referring to something more meaningful, i.e., life style changes, or maybe even life saving changes.

To have hope, here are the things that are most important (Archer, 2013):

- **Faith:** The belief that there is something bigger and more important than you. It is a reason to go on, and it has nothing to do with just you.
- **Gratitude:** Focus on what you have to be thankful for, not on what you don't have or what you have lost or what you want.
- **Love:** Think about the people in your life that you love and those that love you—family and friends.

For first responders fostering hope is vital. In a career that by definition positions them as the first to respond to crisis, it is easy to become depleted of hope very early in their career. In the words of Haruki Murakami, "Pain is inevitable. Suffering is optional."

It is my hope for you all this coming year become a decisive point in your life to stop, face the present moment, and decide to foster hope. Happy New Year!

Resources & Lifelines

**Public Safety Wellness Unit:**  
Available 24/7 for Crisis Calls

**Dr. Mildred Betancourt-** 469-559-7688

**Barbara Banda-** 469-261-9766

**Felicia Nevarez-** 682-681-4242

**Heroes Helpline:** 833-367-4689

**First Responder Helpline:** 833-367-4689

**National Volunteer Fire Council's  
Fire/EMS Helpline:** 1-888-731-FIRE (3473)

**Safe Call Now:** 1-206-459-3020

**National Suicide Hotline:** 988

**Suicide.org Bluehelp.org Redhelp.org**

**Copline:** 1-800-COPLINE (2675463)

**Peer Support Program:**  
wellness@cityofirving.org



# Attachment 5



## PUBLIC SAFETY WELLNESS UNIT

### Policies & Procedures



# Public Safety Wellness Unit

## 2021 Policies & Procedures

### Table of Content

<b>100.00</b>	<b>Organizational Structure</b>
100.01	Purpose
100.02	Policy
100.03	Scope of Services
<b>101.00</b>	<b>Public Safety Wellness Unit Staff</b>
101.01	Wellness Unit Senior Manager
101.02	Wellness Unit Clinicians
101.03	Ethics and Confidentiality
<b>102.00</b>	<b>Organizational Chart</b>
<b>103.00</b>	<b>Personnel</b>
103.01	Personnel Status
103.02	Purpose
103.03	Policy
103.04	State Licensing and Proficiency Certification of Licensees
103.05	Change of Address and/or Telephone Numbers
103.06	Changes in Family Status and/or Names
<b>104.00</b>	<b>Operations and Procedures</b>
104.01	Purpose
104.02	Policy
104.03	Definitions
104.04	Peer Support Team Organizational Structure, Functionality, and Responsibilities
104.05	Composition and Responsibility of Peer Support Team
104.06	Peer Support Team Selection Process
104.07	Removal, Suspension and Reinstatement
104.08	Scope of Services
104.09	Participation in Programs
104.10	Training
104.11	Availability
104.12	Outside Entities
104.13	Spouses/Family
104.14	Critical Incident Stress Management (CISM)
104.15	Deployment of Public Safety Wellness Clinicians

<b>105.00</b>	<b>Building &amp; Office Security</b>
105.01	Purpose
105.02	Policy
105.03	Procedure
105.04	Proximity Card Access

# PUBLIC SAFETY WELLNESS UNIT

### Mission Statement

The PSWP is committed to promoting quality educational awareness, interventions, trainings, and self-care to reduce physical, emotional, psychological, and spiritual health issues for our first responders.

### Vision

The Public Safety Wellness Program will deliver quality, research based, and cutting-edge mental health interventions through individuals who are committed to reducing first responders' injuries and deaths through a common set of core values.

### Core Values

Accountability	We are responsible for our words, our actions, and our results.
Confidentiality	We respect the confidentiality of information entrusted by individuals.
Commitment	We provide excellent services and support.
Compassion	We are dedicated to respect and improve the lives of our first responders we serve with compassion and care.
Excellence	We are driven to consistently deliver superior results and outcomes.
Integrity	We hold ourselves to the highest ethical standards. We are fair and honor our commitments.
Teamwork	We achieve more when we collaborate and all work together.



## 100.00 Organization Structure

### 100.00 ORGANIZATION STRUCTURE

#### 100.01 Purpose

The City of Irving recognizes that certain chronic and acute stressors are inherent to the first responders' profession. Therefore, it is the Policy of the City of Irving to proactively address specific mental health needs of the first responders and their family through the Public Safety Wellness Unit.

#### 100.02 Policy

The Public Safety Wellness Unit will have an organizational structure to define the roles, responsibilities, and provision of services of the unit's staff. The unit will be available 24/7 for crisis interventions.

#### 100.03 Scope of Services

The PSWU will provide the following ongoing services to both the first responder (police officers, firefighters, dispatchers, detention officers), as well as their immediate family:

- A. Critical Incident Stress Management (CISM) – defusing, debriefing, crisis management briefings, and individual crisis intervention.
- B. CISM support to smaller police and fire departments.
- C. Eye Movement Desensitization & Reprocessing after a critical incident.
- D. Yoga for first responders.
- E. Biofeedback/Neurofeedback.
- F. Case management follow up, ongoing one-on-one support.
- G. Quarterly mental health checkups for select responder groups.
- H. Crisis counseling and grief counseling.
- I. Training for the employees and for their families – Inoculation training for new recruits; emotional survival and self-care for the family; quarterly training for the peer support teams.
- J. Provide referrals for mental health and other resources, when it does not involve a worker's compensation claim.

- K. Develop a robust list of referral resources to swiftly connect our first responders and their families with the assistance they need (i.e., mental health, addiction recovery, suicide prevention, etc.).

PSWU will promote the principles of psychological first aid which are safety, efficacy, calmness, connectedness, and to foster hope and optimism. The clinicians will perform critical incident needs assessments in the workplace by implementing a pre-clinical, multidisciplinary team, identifying high-risk individuals, targeting mental health, resilience, distress, and risk behaviors, identifying barriers to care and services, offering health education for prevention, assessment, and referral, holding informational briefings, offering grief counseling, and integrating family support.

## **101.00 Public Safety Wellness Unit Staff**

**101.00 Public Safety Wellness Unit Staff**

**101.01 Wellness Unit Senior Manager**

A. Senior Manager:

1. Hired by the City Manager.
2. Has the ultimate responsibility for the administration and external relations of the unit.
3. Develops and prepares such programs and policies as deemed necessary to maintain efficient and effective day to day operations of the unit.
4. Develops, presents, and justifies budget estimates for unit's operations.
5. Responsible for supervising the unit's clinicians and administrative support staff.
6. Hires unit's staff.
7. Maintains corrective actions within the department.
8. May provide confidential crisis counseling services to employees and their immediate family members.
9. The appropriateness of the services for family members shall be determined by the Senior Manager.
10. Serves as a coordinator and Clinical Supervisor of the Peer Support Teams.
11. Provides support services to police and fire as part of the training curricula for new recruits, supervisors, and other trainings as needed or requested by the Chief of Police or Chief of Fire Department.
12. May assist other agencies as stipulated in the interagency Memorandum of Understanding.

**101.02 Wellness Unit Clinicians**

A. Clinicians:

1. Critical Incident Stress Management (CISM) – defusing, debriefing, crisis management briefings, and individual crisis intervention.

2. Provide CISM support to smaller agencies as needed as stipulated by the Interagency Memorandum of Understanding.
3. Eye Movement Desensitization & Reprocessing after a critical incident (i.e., ASSYST-I, ASSYST-G, PRECI).
4. Crisis and or grief counseling.
5. Provide Yoga for first responders.
6. Provide Biofeedback/Neurofeedback entrainment as needed.
7. Provide case management follow up, ongoing one-on-one support.
8. Provide quarterly mental health checkups for the specialized police and detective units in the Criminal Investigation Division of the Police Department.
9. Develop and provided trainings for the employees and their families – Inoculation training for new recruits; emotional survival and self-care for the family; quarterly training for the peer support teams.
10. Provide referrals for mental health services and other resources, locally and/or out of state, when it does not involve a worker's compensation claim.
11. Develop and maintain an updated list of referral resources to swiftly connect first responders and their families with the assistance they need (i.e., mental health, addiction recovery, suicide prevention, etc.).
12. Provide consultation as needed to the first responder and/or their families to determine appropriate referral and/or service options.

**101.03**

**Ethics and Confidentiality**

- A. In addition to any code of ethics specifically applicable to them, the staff of the Public Safety Wellness Unit shall observe the ethical principle of psychologists and are bound by the Code of Conduct as published by the American Psychological Association.
- B. The clinical staff, in the performance of their duties associated with the Public Safety Wellness Unit, is recognized to have the protection of privileged communication as specified in Chapter 611 of the Texas Health and Safety Code.
  1. Information discussed in consultation, crisis counseling, or peer support relationships shall not be made available during an administrative or criminal investigation without the consent of the individual undergoing

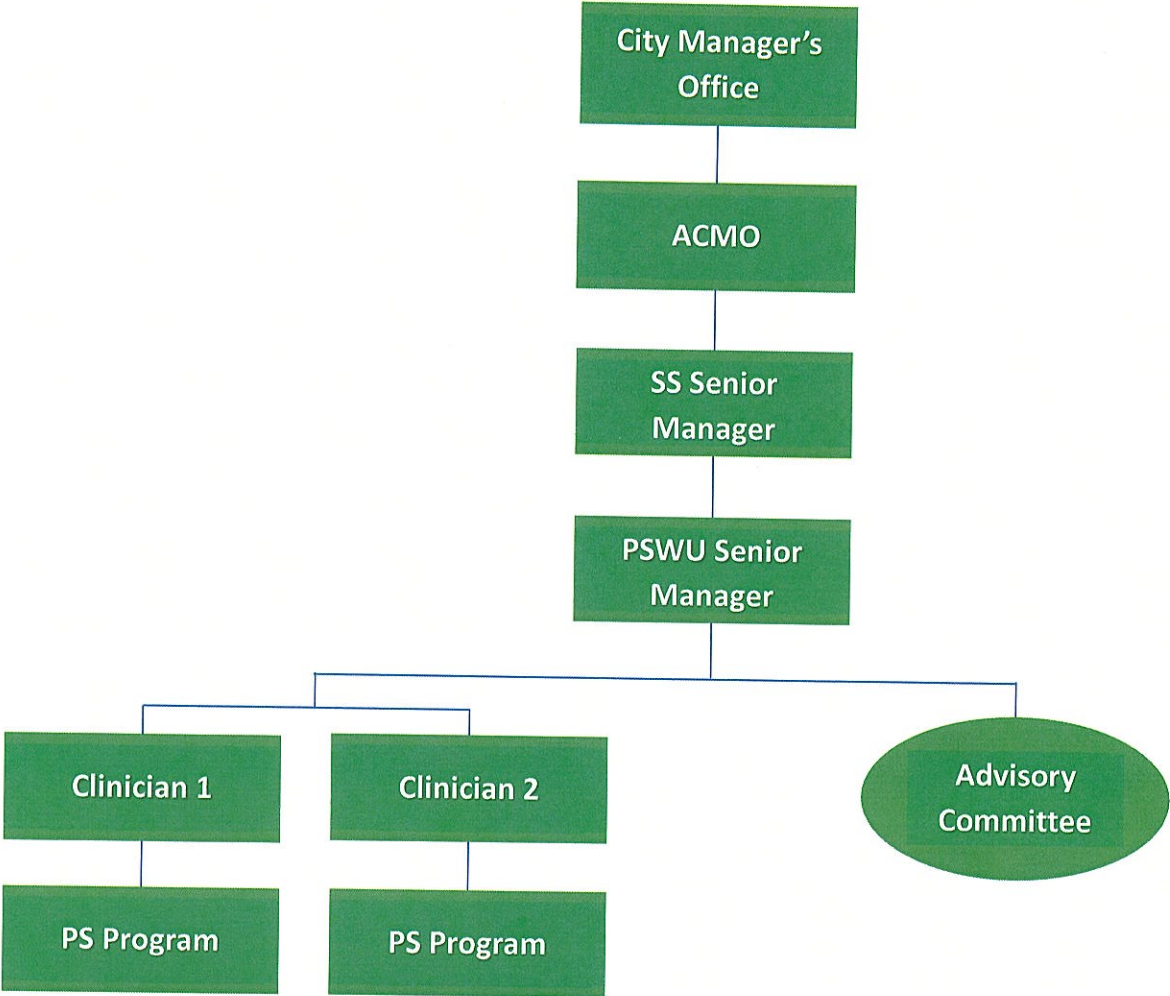
treatment/counseling, except when such services involve a Workers' Compensation claim.

- C. Otherwise privileged information is not confidential in the event of threat of suicide, threat of harm to others, actual or suspected child abuse, abuse of an elderly or individual with disability, or as otherwise provided for by law.

# 102.00 Organization Chart

102.00 Organizational Chart

Public Safety Wellness Unit – Organizational Chart Effective 10/03/2021



## 103.00 Personnel

**103.00 Personnel**

**103.02 Purpose**

This policy regulates the maintenance and release of personnel information required by the department.

**103.03 Policy**

Employee information required by the department and corresponding licensing boards will be current and access to files containing that information will be regulated by the PSWU Senior Manger.

**103.04 State Licensing and Proficiency Certification of Licensees**

Clinicians are required to maintain their existing licensees and/or certifications current in accordance with their state licensing board/s.

**103.05 Change of Address and/or Telephone Numbers**

- A. Employees of the PSWU are required to maintain their current address and telephone number on file with the department. Any change in address and/or telephone number will be reported to the employee's immediate supervisor within twenty-four (24) hours. Employees are also required to change their address and telephone number through Employee Self Service to make the change within the Human Resources Information System.

**103.06 Changes in Family Status and/or Name**

- A. Employees of the PSWU should report within thirty days to the City of Irving Human Resources Department any life changing events (i.e. marriage, birth, adoption, divorce, death, loss of insurance coverage, gain of insurance coverage, etc.). Failure to do so may cause complications in obtaining/cancelling insurance coverage.
- B. Employees are required to report name changes to their immediate supervisor within fifteen (15) days. Name changes require a completion of a name change form available in person in Human Resources. An updated Social Security card is required to change your name with Human Resources.

## 104.00 Operations and Procedures

### 104.00 Operations and Procedures

#### 104.01 Purpose

The purpose of this policy is to provide guidelines to ensure the Public Safety Wellness Unit clinicians have a clear and detailed guideline of how and when to proceed to ensure the overall wellness of our first responders. Additionally, this policy will identify the members and duties of the peer support teams.

#### 104.02 Policy

It is the policy of the PSWU to provide emotional support to all first responders who have experienced a traumatic, critical, or highly stressful incident in their personal or professional life.

#### 104.03 Definitions

**Clinician:** A mental health practitioner licensed by the State of Texas (unless in an exempt agency) with the skills and knowledge of clinical diagnosis, treatment methods, and triage/referral process.

**Confidentiality:** Except as otherwise noted in this policy, the content of the interaction between an employee and a Peer Support Team Member as well as any records kept by the Team Member are confidential. Chapter 784 of the Texas Health and Safety Code recognizes CISM and Peer Support Services and provides guidance regarding confidentiality.

**Crisis:** An acute emotional reaction to a powerful stimulus or demand.

**Crisis Intervention:** Crisis intervention is "Psychological First Aid" or "Emotional First Aid". It is a temporary, but active and supportive entry into the life of individuals or groups during a period of extreme distress.

**Critical Incidents:** Powerful traumatic events that initiate the crisis response. (Physical or Psychological)

**Critical Incident Stress:** A state of cognitive, physical, emotional, and behavioral arousal that accompanies the crisis reaction.

**Critical Incident Stress Debriefing:** A specific, 7-step group crisis intervention tool designed to assist a group of people after an exposure to the same significant traumatic event.



**Critical Incident Stress Management:** A comprehensive, integrated, systematic, and multi-tactic crisis intervention approach to manage critical incident stress after traumatic events.

**Debriefing:** A confidential meeting between a Peer Support Team Member and an employee who has been involved in a traumatic, critical, or highly stressful incident. The purpose of the debrief is to **listen** to the employee and to educate her/him in stress management techniques that are applicable to the experience. This is not an operational critique, a professional counseling session or psychotherapy and the content of a debriefing shall not be recorded in any manner (notes, audible, video etc.).

**Defusing:** A brief intervention by members of the Peer Support Team typically occurs within a few hours after a traumatic, critical, or highly stressful incident with an affected employee. The meeting allows the employee a chance to discuss immediate concerns. The employee will be provided information on common side effects that are to be expected during traumatic, critical, or highly stressful incidents. The exact time of the defusing will be determined by the Peer Support Team Member at the scene on a case-by-case basis but should occur within the first few hours after the incident. This intervention is confidential.

**First Responder:** An emergency service provider as defined in Section 784.001 of the Texas Health and Safety Code, which includes police officers, firefighters, dispatchers, detention officers in the City of Irving.

**Peer Support Assistant Team Leader:** A sworn member of the police department that serves as a Peer Support Team Member and will fill the role of Team Leader when required.

**Peer Support Meeting:** A private meeting held between team members and an affected employee who has been involved in a traumatic, critical, or stressful incident. Discussions at the meeting shall be kept confidential unless mandated by law.

**Peer Support Team:** A team of volunteers selected by the Public Safety Wellness Unit Senior Manager or designee who is trained in Critical Incidents Stress Management. The focus of this team will be to prioritize the well-being of our employees.

**Peer Support Team Leader:** A sworn member of the police and fire department who will work with the PSWU clinicians while acting as the primary point of contact on callouts and supervise the day-to-day function of the team.

**Peer Support Team Member:** A sworn or non-sworn member of the police or fire department who has been specifically trained in a departmentally approved Critical Incident Stress Management (CISM) course and designated as a member of the Peer Support Team.

**Post-Traumatic Stress:** Very intense arousal after a traumatic stressor (trauma). Traumatic stress overwhelms coping mechanisms leaving individuals out of control and feeling helpless.

**Privacy:** The expectation of an individual that any communication with a Peer Support Team Member is confidential.

**Privilege:** The legal protection from being compelled to disclose communications in certain protected relationships, such as attorney-client, doctor-patient, or priest-confessor.

**Privilege, Privacy and Confidentiality Exceptions:** As described in Chapter 784 of the Texas Health and Safety Code, otherwise privileged information may not be confidential if:

1. The Peer Support Team Member reasonably needs to make a referral or consult with another team member and or appropriate professional associated with the Peer Support Team,
2. The employee has communicated that they are or appear to be an imminent threat to anyone,
3. There has been communication relating to a past, current, or future criminal act that does not directly relate to the critical incident or crisis,
4. The employee expressly agrees that the communication is not confidential, or the employee is no longer living.

**Trauma:** Any event outside the usual realm of human experience that is markedly distressing. Such traumatic stressors usually involve the perceived threat to one's physical integrity or to the physical integrity of someone in proximity.

#### **104.04 Peer Support Teams Organizational Structure, Functions, and Responsibilities**

The Peer Support Teams from the Police and Fire Departments will function as a collaborative organizational structure with fluid membership under the direction of the Public Safety Wellness Unit Senior Manager. The PSWU Clinicians and Team Leaders will collaborate on the identification of a critical incident, the response to be implemented, and the membership of the Peer Support Teams.

#### **104.05 Composition and Responsibilities of the Peer Support Team**

- A. Public Safety Wellness Unit Senior Manager
  1. Provides clinical oversight to the team.

2. Will maintain direct communication with Fire and Police chiefs on matters directly related to the well-being of their employees.
  3. Maintains statistical data for planning purposes only (anonymized data will not include any personally identifiable information).
  4. Will present an annual statistical report about the services provided throughout the year.
  5. Approves the use of Critical Incident debriefings and coordinates the scheduling of a debriefing with the Peer Support Team Leader.
  6. Coordinates and facilitates debriefing the Peer Support Team Members.
  7. Maintains an on-call roster for all members.
  8. Coordinates and facilitates Peer Support Team meetings with the Peer Support Team Leader.
  9. Ensures support team members receive appropriate follow-up (debriefs the de-briefers).
  10. Assists in recruiting and coordinating the screening of Peer Support Team applicants.
  11. Recommends and participates in the development of ongoing training for the department.
- B. Public Safety Wellness Unit Clinicians
1. Provides the clinical oversight during a debriefing, Crisis Management Briefing, or Individual Crisis Intervention.
  2. Coordinates and help determine what type of services will be provided after a Critical Incident.
  3. Maintains an on-call roster for all members.
  4. Ensures support team members receive appropriate follow-up (debriefs the de-briefers).
  5. Recommends and participates in the development of ongoing training for the department.
- C. Peer Support Team Leader

1. Acts as a primary resource for PSWU Clinicians
2. Recruits and coordinates the screening of Peer Support Team applicants
3. Provides direct oversight for the function of the team
4. Maintains an on-call roster for all members
5. Coordinates and facilitates Peer Support Team meetings with the PSWU clinicians.
6. Coordinates initial and recurrent support team training for the department
7. Participates in the development and delivery of CISM training for the department
8. Operates as the primary contact on callouts and facilitates the use of the Peer Support Team in times of critical and or traumatic incidents and stress management interventions
9. Ensures there is not a conflict of interest between a Peer Support team Member and an affected employee utilizing the services of the team

D. Peer Support Assistant Team Leader

1. A member of the Peer Support Team who has been selected to fill the role of Team Leader
2. Assists resource for the Team Coordinator and Team Leader
3. Participates in the development and delivery of CISM training for the department
4. Facilitates Peer Support Team meetings
5. Maintains an on-call roster for all members
6. Serves as secondary contact on callouts and facilitates the use of the Peer Support Team when requested

E. Peer Support Team Member

1. Any member of the department who has completed their primary job training, completed their probationary status, has been selected to

participate as a team member, and has attended mandatory department training.

2. Responds to callouts and facilitates the use of defusing and or debriefing techniques.
  - a. Focuses on the emotional needs of the employee and ensures the expectation of confidentiality and privacy is adhered to.
  - b. The initial interaction between a Peer Support Team Member and an employee should include an explanation of the exceptions to confidentiality outlined in Chapter 784 of the Texas Health and Safety Code.
  - c. Facilitates the conversation with an affected employee by utilizing the techniques learned during the CISM training and will not make any recordings (written or otherwise).

F. **Confidentiality and Privacy** The Peer Support Group is committed to maintaining confidentiality. If it is determined that the event information received in a peer support team interaction is not confidential, the Peer Support Team Coordinator and/or Team Leader are available for consultation regarding confidentiality issues for Peer Support Team Members. Prior to initiating discussion, Peer Support Team Members shall notify the affected employee about limits of confidentiality.

- a. Limits of Confidentiality: Per Chapter 784 of the Texas Health and Safety Code, the following information is not considered confidential:
  - i. If a Peer Support Team Member learns of criminal activity unrelated to the critical incident or crisis.
  - ii. If the employee is or appears to be an imminent threat to the employee or anyone else.
- b. Peer Support Team Members shall not divulge shared information with other employees, family members, friends, supervisors, management, or the public.
- c. Peer Support Team Members who violate the confidentiality clause will be subject to disciplinary action.

G. Reports statistical data to the Peer Support Team Coordinator.

- a. To manage program effectively, the Team Coordinator and/or Team Leader will collect statistical information to measure the type of services and referrals.
- 2. b. **Confidentiality and Privacy** is paramount to the effectiveness and trust of the Peer Support Team. Communications with and records kept by the PSWU staff are confidential and may not be disclosed except under the limited circumstances identified in Chapter 784 of the Texas Health and Safety Code.
- H. Attends mandated training and meetings as scheduled by the Peer Support Team Coordinator or Peer Support Team Leader.
  - a. If a team member is unable to attend a scheduled meeting or training, he or she should notify the Peer Support Team Leader as soon as possible.
  - b. It is the team member's responsibility to verify they have received and understand any relevant information provided during a missed meeting or training date.
- I. Has a responsibility to disclose any potential conflicts of interest to the Team Leader.

**104.06 Peer Support Team Selection Process**

- A. Peer Support Team Leaders:
  - 1. The Chief of Police and Chief of Fire or their designee will submit recommendations to the PSWU Senior Manager.
- C. Peer Support Assistant Team Leaders
  - 1. The Chief of Police and Chief of Fire or their designee will submit recommendations to the PSWU Senior Manager.
- D. Peer Support Team Members:
  - 1. Must have completed initial job training and probationary status with the City of Irving.
  - 2. Submit a written resume detailing their purpose, desire, and qualifications to participate as a team member.

3. Employees currently assigned to Professional Standards, Crime Scene Investigations or Crimes against Persons Investigations are eligible to receive the CISM training but are not eligible to participate in Peer Support Team Critical Incident Debriefs or Defusions.
4. Trained employees assigned as a Crime Scene Investigator or as a Crimes against Persons Investigator can provide ongoing individual peer support only if specifically requested by the involved employee.
5. Must be recommended by their supervisors.
6. Must participate in an in-person or virtual board interview with members of the department that have been chosen by the Public Safety Wellness Unit Clinicians.
7. Must be recommended by each member of the interview board.
8. Must be approved to participate by the Chief of Police and Chief of Fire or their designee.

**104.07**

**Corrective Actions**

- A. Peer Support members can be removed or suspended by the Public Safety Wellness Unit Senior Manager after consultation with Team Leaders. Corrective action will be considered separate and apart from the removal or suspension from the team. Reasons for removal or suspension might include, but are not limited to, the following:
  1. Failure to maintain strict confidentiality regarding peer support interventions and/or debriefings.
  2. Engaging an inappropriate relationship with another employee.
  3. Failure to follow team or program policies, procedures, protocols, or directives.
  4. Organizing any type of debriefing or defusing without the Senior Manager's prior approval.
  5. Acting on behalf of the Peer Support Team without the prior approval of the Senior Manager.
  6. Failure to be present at an assigned intervention or debriefing.
  7. Excessive absence from team activities, meetings, or quarterly trainings.
  8. Acting against the expressed direction of the Team Leaders.

9. Any violation of City or departmental policies, procedures, general orders, or regulations.
- B. If suspended, a Peer Support Team member may submit a request for reinstatement to the Senior Manager one year from the date of suspension. If removed, the member may submit a request reinstatement to the Senior Manager and Team Leaders one year from the date of removal.
 

On occasion, Peer Support Members experience their own difficulties or a change in priorities. If reasonable and appropriate, Peer Support Members will be provided the option to take a leave of absence when personal issues or professional obligations require it. They may return when ready by contacting the Team Leaders or Senior Manager.
  - C. Peer Support Members are highly encouraged to have a mental health professional with whom to consult with, preferably 24 hours a day.

#### 104.08

##### Scope of Services

- A. The Public Safety Wellness Unit provides a wide range of voluntary programs and interventions. The services may include, but are not limited to, the following: referral to the Employee Assistance Program (EAP); peer support; follow-up services; on-scene services; information and referral services; family or significant other support services; group and individual interventions with respect to affected personnel; disaster preparedness training; and preventive, educational, and informational programs.
- B. Anyone involved in a critical incident will be mandated to attend a Critical Incident Stress Management intervention (e.g., defusing, debriefing, or individual crisis intervention).
- C. Peer support may be requested by the chief of police or fire chief or designee to meet with an employee that is the subject of a disciplinary investigation when requested by the employee or when it becomes apparent to the Professional Standards personnel or any member of the employee's chain of command that the employee may need the assistance of peer support. The information/interaction will remain confidential unless the employee desires their chain of command to be informed. This will only occur with the consent of the employee and only by the Public Safety Wellness Unit Manager or designee.

Peer support intervention will not be a substitute for corrective action, nor should a Peer Support Member interfere with any pending investigation. Peer support will provide one-on-one ongoing support and/or case management to ensure the employee's well-being (i.e., compliance with counseling, safety planning, medication, in or outpatient treatment, etc.).

#### 104.09

##### Participation in Programs



- A. A first responder may participate in any of the PSWU programs mutually designed and deemed appropriate by the first responder and the PSWU clinical staff.
  - 1. The first responder may participate in PSWU programs during duty hours with permission of the supervisor and if shift strength permits.
    - a. Supervisors should make a reasonable effort to facilitate scheduled on-duty appointments.
    - b. Participation in the peer support program is not eligible for compensation.
- B. First responders or their immediate family member may contact the PSWU directly to arrange an appointment for support services; such contacts shall remain confidential within the limits described previously.

**104.10 Training**

- A. Team Members will be trained under the International Critical Incident Stress Foundation (ICISF) Critical Incident Stress Management System (CISM).
  - 1. The training will be provided by an instructor certified in the CISM system by ICISF.
  - 2. The minimum training requirements to be a member of the Peer Support Team are:
    - a. Basic Group Intervention
    - b. Individual Crisis Intervention and CISM Team
  - 3. Additional recommended ICISF training courses include:
    - a. Advanced Group Crisis Intervention
    - b. Suicide Prevention
    - c. Line of Duty Death
    - d. Law Enforcement Perspectives
- B. These requirements and recommendations do not preclude the group or its members from attending additional training or seminars outside of the ICISF model.

**104.11 Availability**

- A. The PSWU Senior Manager and Team Leaders will be available to all officers, Peer Team members, and their immediate families of the police and fire department for consultation or assistance. When the Senior Manager is unavailable, a clinician or one of the Team Leaders will be designated to act on their behalf.
- B. The Peer Support Team Members do not maintain a paid on-call status. Peer Support Team Members who are called out or otherwise function in their Peer Support Team capacity during off-duty hours will be compensated as specified in city policy and must obtain supervisory approval before accruing overtime.
- C. In the event of a Peer Support Team callout, dispatch will contact the Peer Support Team Leader. If the Team Leader is unavailable, the Assistant Team Leader will be contacted. If neither the Team Leader nor the Assistant Team Leader is available for contact, the PSWU Senior Manager will be contacted.
- D. The Team Leader or the Assistant Team Leader will assess the circumstances of the callout request and determine the appropriate Peer Support Team response.
- E. The PSWU Senior Manager, the Team Leader and Assistant Team Leader will maintain an updated Peer Support Team callout list.

**104.12**

**Outside Entities**

- A. Media representatives are prohibited from attending debriefings.
- B. Affected employees will not be allowed to be accompanied by an attorney while participating in the debriefing but are not prohibited from sharing information about the debriefing with their attorneys.
- C. The Peer Support Team may be utilized to assist other Public Safety Agencies. The City of Irving mutual aid policies will govern how and when such assistance may be provided.

**104.13**

**Spouses/Retirees**

- A. Spouses of first responders may volunteer to provide support to family members of first responders who have been impacted by a critical incident.
- B. To be eligible, the spouses/retirees must follow the same application, screening, and training process as employees.
- C. Spouses/retirees are not eligible for compensation related to this volunteer duty.
- D. Their responsibilities and duties are the same as Peer Support Team Members.

**104.14**

**Critical Incident Stress Management (CISM) deployment**

The PSWU clinician will be called out for the following critical incidents following recommendations from the ICISF (International Critical Incident Stress Foundation, Inc.).

1. Suicide of a colleague
2. Line of duty death
3. Serious line of duty injury
4. Disaster/multiple casualty incident
5. Police shooting
6. Significant event involving children
7. Prolonged incidents especially with a loss of life
8. Personally threatening situations
9. Events with significant media interest
10. Any significant event capable of causing considerable emotional distress for those who are exposed to it.

#### **104.15**

##### **Deployment of the PSWU clinicians**

- A. The deployment of the PSWU clinicians can occur through one of the following venues:
  1. Self-initiated deployment to conduct outreach (ride-along) and follow ups.
  2. By request of IPD or IFD administrative personnel.
  3. By peer support members.
  4. By affected individual.
  5. By affected individual's spouse/family member.
  6. By the request of another agency for support.
  7. After a critical incident.
- B. Once deployed, the clinicians will ensure the safety of the identified group or individual. The clinicians will initiate a crisis assessment to determine the level of care required.

- C. After completion of the assessment, the clinicians will determine the appropriate level of care for stabilization, or if necessary, will transport to an emergency room and/or psychiatric facility for further intervention. If the individual is stable, a referral for ongoing mental health services will be provided and the clinician will follow up to ensure services compliance.
- D. The clinician will request the assistance of one or two Peer Support Member as needed.

## 105.00 Building & Office Security

### 105.00 BUILDING & OFFICE SECURITY

#### 105.01 Purpose

This policy provides guidelines for securing and controlling access to the Public Safety Wellness Unit.

#### 105.02 Policy

The Public Safety Wellness Unit will control access to the office. The AREA/EY WFT, LLC will control access to the building and all other public and non-public areas of its building.

#### 105.03 Procedure

##### A. Building & Office Access:

1. All visitors are allowed access the building during normal business operating hours from 7:00 a.m. to 6:00 p.m. Monday through Friday and 8:00 a.m. to 1:00 p.m. on Saturday without escort except for the following holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas.
2. Visitors entering the Public Safety Wellness Unit will need a proximity card to access the office.
3. Visitors entering the building after normal business hours will need to contact the PSWU staff.

#### 105.04 Proximity Card Access

- A. The Public Safety Wellness Unit Senior Manager or his/her designee is responsible for the maintenance of the card access system and the assignment of access privileges.
- B. Employees are provided individual proximity cards for entry into the Wellness Unit. Employees will not give their proximity cards to anyone.
- C. Employees who have lost their proximity card must immediately notify their supervisor in writing. Multiple occurrences may result in corrective action.

# Attachment 6

## Peer Support Member Monthly Stats Report 2023

One-On-One	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
Male												
Female												
Co-worker												
Family member *												
<b>Identified Issues</b>												
Addictive behaviors												
Anger												
Anxiety												
Career/Work Related												
Children/Elder Care												
Critical Incident												
Depression												
Disability												
Disciplinary												
Domestic Violence												
Family												
Financial												
Grief/Bereavement												
Individual Growth												
Legal												
Marital/Relationship												
Medical												
Military												
Separation/Divorce												
Spiritual/Religious												
Stress												
Suicide Ideation												
<b>Referrals</b>												
Independent Clinician												
IPP/OPP												

\*Family members of a co-worker (e.g., spouses, siblings, parents, children, etc.)



## Attachment 7



### Prospective peer supporters should meet the following criteria

#### In accordance with Peer Support Program Policy:

1. Must have completed initial job training and probationary status with the City of Irving.
2. Voluntarily submit a written resume detailing their purpose, desire and qualifications to participate as a team member.
3. Employees that are currently assigned to Professional Standards are eligible to receive the CISM training but are not eligible to participate as a Peer Support Team Member.
4. Must be recommended by their chain of command.
5. Must participate in an oral board interview with members of the department that have been chosen by the Peer Support Team Coordinator.
6. Must be recommended by each member of the interview board.
7. Agree to maintain confidentiality.
8. All peer supporters will be required to sign a confidentiality agreement to affirm their commitment to ensure the confidentiality of the program participants for both their issues and their identities.
9. Be empathic and possess excellent interpersonal and communication skills.
10. Be motivated and willing to manage time effectively.
11. Successfully complete the selection process, attend and successfully complete the minimum training program, and agree to participate in any necessary ongoing training.

#### Oral Board Interview:

Will review of applicants' interests and motivations for being team members, such as:

- their previous education and training,
- as well as personal exposure to traumatic experiences and the responses to those experiences.

The review board will also provide applicants with scenarios to gauge applicants' empathy, interpersonal skills, and judgment.

#### Specific traits and qualities:

- maturity, good judgment, empathy, teamwork, and personal and professional credibility that should be evaluated through the interview process.



**Inaugural Symposium on Mental Health  
PTSD & Suicide Prevention  
Moderators, Panelists, CEOs, Sports Heroes**



# Greater Dallas Veterans Foundation



## "SERVICE ABOVE SELF"

*We engage communities with this veteran ideal through Participation, Education, and Recognition*

We create opportunities for *meaningful engagement with veterans* and North Texas communities. We know when communities have meaningful ways to honor and appreciate veterans they are inspired and engaged. That's why we have created multiple ways for communities to engage with veterans and their ideal of "service above self" to inspire lasting, positive community change.

### Veteran Community Engagement Projects

- Veterans Day Ceremony and Parade (November 11)
- Veterans Day Celebration Video
- Mental Health Symposium
- North Texas Vet-Fest
- Video History Project - Operation Lima Charlie



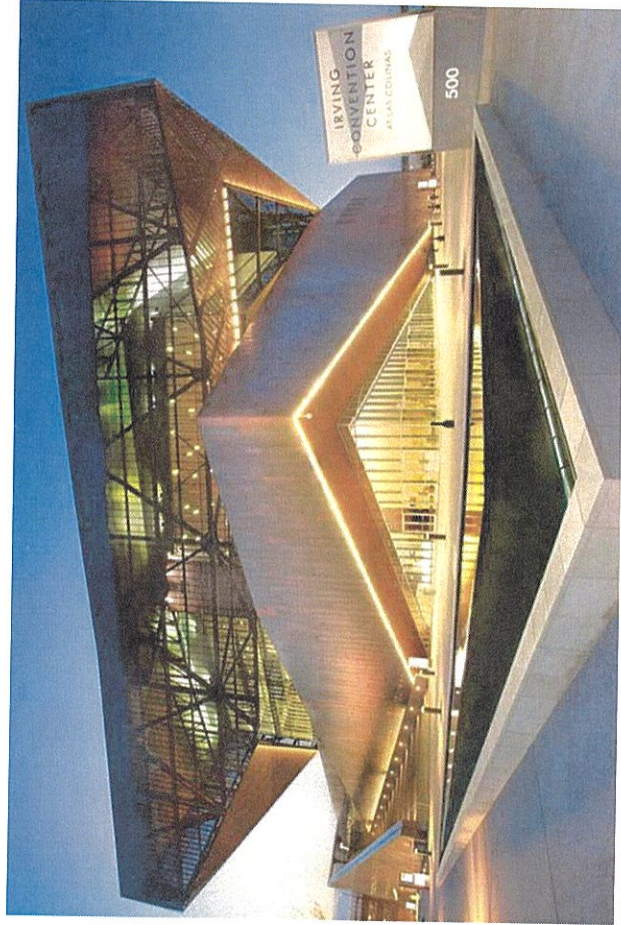
GDVF is a 501(c)3 nonprofit organization, which means any money we raise is invested in our veterans, students, and communities. Engage with us and inspire positive community change.

Greater Dallas Veterans Foundation Presents

## The 2022 Inaugural Mental Health Symposium



The Mental Health Symposium provides stakeholders and healthcare practitioner's up-to-date information and research to better assist with mental health, PTSD and suicide prevention efforts throughout our community. Leading experts will speak to local and nationwide efforts addressing and responding to this societal challenge.



**When:** Friday, September 30, 2022  
(7:00AM – 7:00PM)

**Where:** Irving Convention Center  
@ Las Colinas

**Format:** In-person; post-production;  
live streaming (TBD)

# Greater Dallas Veterans Foundation Presents The 2022 Inaugural Mental Health Symposium



## **Purpose:**

To connect brain health & mental health stakeholders from various sectors to:

- Present and evaluate challenges, successes and best practices.
- Discuss points of intersection and opportunities.
- Develop collaborative efforts to expedite and enhance caregiving across all groups.

## **Objectives:**

Provide community stakeholders, wellness practitioners and caregivers opportunities to better understand the mental health challenges affecting many throughout our community while providing a framework for addressing these and associated issues.

## **Key Message:**

We have a greater appreciation that all segments of our society are affected by mental health challenges and brain injuries. To that end, The Greater Dallas Veterans Foundation invites community leaders for an in-depth inaugural 2022 Mental Health Symposium: "Proud to be American."

## **Target Audience:**

Anyone with an interest in the current mental health crisis in our communities.

## **Event Attendees:**

Community, Mental Health Decisionmakers, Policymakers and Shareholders. Estimated attendance 150.

## **Panels:**

Each panel will explore the unique ways in which physical injury and mental trauma present in their segment of society, the methods of healing that have proven to be most successful, and their research, studies and partnerships that advance understanding to increase impact in support of the community at large.

Panels are:

- First Responders & Veteran Organizations
- Healthcare Providers
- Education: Next Generation
- Community Foundations & Non-Governmental Organizations

CEO Luncheon and Sports Heroes Reception

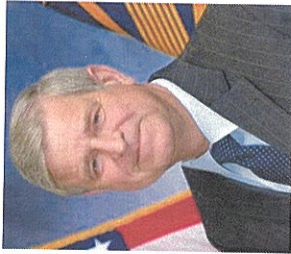
(Brad Watson, Emcee Luncheon & Scott Murray, Emcee Reception)

# Timeline / Agenda



Time	
7:00AM – 8:15AM	Check-in & Breakfast
8:15AM – 8:30AM	Welcome & Opening Remarks (General Albert Zapanta)
8:30AM – 10:00AM	Panel 1: First Responders & Veteran Organizations
10:00AM – 10:30AM	Break
10:30AM – 12:00PM	Panel 2: Healthcare Providers
12:00PM – 12:30PM	Table Reset, Break
12:30PM – 2:00PM	CEO Luncheon & Keynote Speakers (Brad Watson, Emcee)
2:00PM – 3:30PM	Panel 3: Education: Next Generation
3:30PM – 5:00PM	Panel 4: Community Foundations & Non-Governmental Organizations
5:30PM – 7:00PM	Sports Heroes Reception –(Scott Murray, Emcee) VIP Networking/ Entertainment/ Yellow Ribbon Award Presentation

**Panel #2: Sponsored by Brain Performance Center**  
 Healthcare Providers Moderator & Panelists



**DR. STEPHEN HOLT**  
 Moderator  
 Director, Veteran Affairs North Texas Health Care



**PANELIST #1**  
**LEIGH RICHARDSON**  
 BRAIN PERFORMANCE CENTER  
 Founder



**PANELIST #3**  
**STEVE MIFF**  
 PCCI  
 PARKLAND CENTER FOR CLINICAL INNOVATION  
 President & CEO



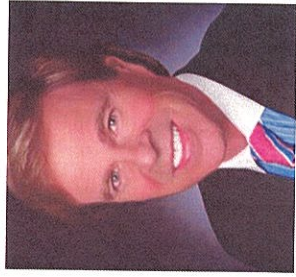
**PANELIST #4**  
**DR. MILDRED BETANCOURT**  
 IRVING PUBLIC SAFETY  
 Director, Wellness Unit



**PANELIST #5**  
**ELLEN MORRIS**  
 UTD-BRAIN INSTITUTE  
 PhD, Director  
 Neuroscience Laboratory

# Reception Featuring Sports Heroes

5:30pm – 7:00pm



**SCOTT MURRAY**  
EMCEE



**Tony Orlando**

Performance & Yellow Ribbon Awards Ceremony  
(Confirmed)



**Dallas Cowboys**  
Chad Hennings

**Dallas Mavericks**  
Player Appearance  
TBD

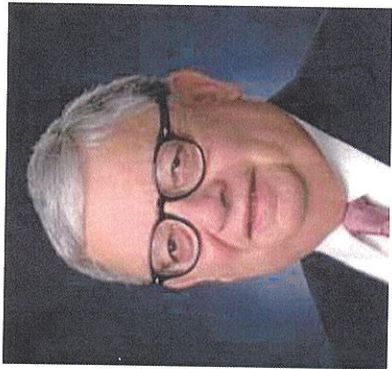
**Dallas Stars**  
Player Appearance  
TBD

**FC Dallas**  
Player Appearance  
TBD

# Greater Dallas Veterans Foundation



## Thank You For Your Support



**Greater Dallas Veterans Foundation**  
**The Honorable Albert Zapanta**  
2022 Chairman, Mental Health Symposium  
Mobile: (703)-309-9701  
Email: [zapantaz@aol.com](mailto:zapantaz@aol.com)



**Sponsorship Opportunities**  
**Audra Staton**  
Broad 360 Marketing  
Mobile: (817)-313-4597  
Email: [audra@broad360marketing.com](mailto:audra@broad360marketing.com)

Attachment 9



**IWin**  
Irving Wellness Incentive Now

**2022-23  
Wellness Log**

October 1, 2022 – September 8, 2023



# Health & Well-being

**Requirements for points:** Valid documentation for any activity listed below is as follows and must include date and specific service provided.

- ✓ Health care provider note including service performed ✓ Insurance Explanation of Benefits
- ✓ Signing sign-in sheets at valid events ✓ Get I Win book signed at Health and Safety Fair
- ✓ Itemized receipt

Health Care Measure	Points	Verified
Complete a visit at CareATC*	50 points	
Employee completes Online Health Risk Assessment*	15 points	
Annual Wellness Exam	30 points	
Complete PHA and Follow-Up at CareATC* Wellness Exam	35 points	
Colonoscopy or other age-appropriate screenings	10 points	
Flu Shot	10 points	
Physician Recommended Immunizations	10 points	
Annual Vision Exam	10 points	
Two Dental Exams	10 points	
Use Cariloop or Optum EAP	20 points	
Annual Health and Safety Fair	20 points	

**Total Points** \_\_\_\_\_ **Verified** \_\_\_\_\_  
 \*Screening and points only available to employees on the city's health plan.

# Health Coaching

This category is for individual coaching at WellOnTarget.com or other certified health coach. Examples include Noon and Weight Watchers. **Requirements for points:**

- ✓ A minimum of six sessions (90 pts) in order to receive **any** points
- ✓ Sessions may be virtual, in-person or telephone
- ✓ 15 points per session, up to 180 points may be accumulated annually

## Health Coaching Sessions

Oct.	Nov.	Dec.	Jan.	Feb.	March
April	May	June	July	Aug.	Sept.

**Total Points** \_\_\_\_\_ **Verified** \_\_\_\_\_  
 (Maximum total of 180 points for Health Coaching)

# Wellness Challenges

**Requirements for points:** (15 points per campaign)  
 ✓ Instructions for each challenge will be provided before it starts.

## Challenges

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_

**Total Points** \_\_\_\_\_ **Verified** \_\_\_\_\_  
 (Maximum total of 60 points for Wellness Challenges)

## Wellness Speaker Forums

These classes feature topics related to wellness and health issues.

### Requirements for points: (5 points per class)

- ✓ Attend Wellness Speaker Forums (ensure you sign in when attending these courses to receive credit)
- ✓ HR-sponsored wellness speaker forums
  - ✓ Open Enrollment meetings
  - ✓ Financial Wellness seminars as approved by HR
- ✓ Online courses via the City of Irving's LMS

Month	Verified	Month	Verified
September		March	
October		April	
November		May	
December		June	
January		July	
February		August	
<b>Total</b>		<b>Total</b>	

**Total Points** \_\_\_\_\_ **Verified** \_\_\_\_\_  
 (Maximum total of 120 points for Wellness Speaker Forum)

## Bike/Run/Walk Events

### Requirements for points:

- ✓ Group photograph of you participating in the event
- ✓ Verifiable participation note from the event organizer (contact information of the event organizer must be provided by the employee)

### Points Per Event

Points Per Event	Event
15	Runs up to 5K, bike rides to 20 miles
20	Runs more than 5K to half marathon (13.1 miles), bike rides more than 20 miles to 50 miles
25	Runs more than 13.1 miles to full marathon, bike rides more than 50 miles to 100 miles

### Examples:

- American Heart Association Start! Heart Walk
- Susan G. Komen Race for the Cure
- Walk Across Texas
- MADD Walk
- Others as approved by HR

One stamp or initial per box


**Total Points** \_\_\_\_\_ **Verified** \_\_\_\_\_  
 (Maximum total of 110 points for Bike/Run/Walk Events)

# Weight Loss/ Maintenance Programs

Healthy weight loss requires setting achievable goals. It is recommended you keep weight loss to no more than two pounds a week. Healthy weight loss can be achieved by exercising regularly, eating healthy and getting plenty of rest.

**Requirements for points:**

- ✓ You can accumulate 3 points per pound of weight lost, not to exceed 99 points, for the duration of the program.
- ✓ You can earn 20 points for maintaining your established recommended weight (based on gender and height). You must maintain a four-pound range.

“Start” weight and “end” weight must be documented and verified. You must provide documentation from your **doctor’s office or medical weight loss centers**. Ending weight will be compared to the start weight to determine the number of points awarded.

**Start:** Weight \_\_\_\_\_ Month \_\_\_\_\_  
**End:** Weight \_\_\_\_\_ Month \_\_\_\_\_  
**Total Pounds Lost** \_\_\_\_\_  
**Total Points Earned** \_\_\_\_\_

**Total Points** \_\_\_\_\_ **Verified** \_\_\_\_\_  
*(Maximum total of 99 points for Weight Loss Program or 20 points for Weight Maintenance)*

# Irving Community Projects

This category includes Irving community projects only within the City of Irving. Community projects must first be approved by Human Resources before points will be granted.

**Requirements for points:** (10 points per event)

- ✓ Employee’s participation must be documented and verifiable by the event organizer
- ✓ Ensure you obtain verification before participating in an event in order to receive stamps for this section
- ✓ Employee’s participation cannot be while on the clock.

**Examples:**

- Litter Control
- Keep Irving Beautiful
- Home Repair
- Blood Drives
- P.A.L. Police Athletic League
- MADD Walk
- Blue Christmas

One stamp or initial per box


**Total Points** \_\_\_\_\_ **Verified** \_\_\_\_\_  
*(Maximum total of 80 points for Irving Community Projects)*

## Gym/Recreation Center Use

This category includes the use of gyms or the City of Irving recreation centers for workout.

**Requirements for points:** (15 points max per month)

- ✓ Gym check-ins/attendance must be verified in order to receive the IWin stamp for points
- ✓ Must use the city's provided Gym Activity Log if working out at home or at a complex
- ✓ If not using city's provided log, print outs from other gym's (LA Fitness, 24 Hour Fitness, etc.) are accepted and must include your name
- ✓ For City of Irving recreation center gyms, use the Recreation Center Log found on INET

**October:**

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**November:**

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**December:**

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**January:**

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**February:**

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**March:**

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## Gym/Recreation Center Use

**April:**

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**May:**

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**June:**

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**July:**

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**August:**

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**September:**

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**Monthly Total Points**

Oct./Nov. \_\_\_\_\_ April/May \_\_\_\_\_  
 Dec./Jan. \_\_\_\_\_ June/July \_\_\_\_\_  
 Feb./March \_\_\_\_\_ Aug./Sept. \_\_\_\_\_

**Total Points** \_\_\_\_\_ **Verified** \_\_\_\_\_  
 (Maximum total of 180 points for Gym/Recreation Center Use)

# Walking/Exercise Groups

This category is for a regular group exercise routine done at work or outside of work.

**Requirements for points:** (3 points per day, 12 points per month, 144 point max)

- ✓ Exercise Groups: Each group must have a minimum of two participants, with one participant designated as the group leader. The group leader ***must*** sign off on the city's provided Exercise Group Log available on the INET in order to receive stamps.

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**October:**

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**November:**

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**December:**

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**January:**

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**February:**

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**March:**

# Walking/Exercise Groups

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**April:**

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**May:**

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**June:**

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**July:**

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**August:**

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**September:**

**Monthly Total Points**

Oct./Nov. \_\_\_\_\_ April/May \_\_\_\_\_

Dec./Jan. \_\_\_\_\_ June/July \_\_\_\_\_

Feb./March \_\_\_\_\_ Aug./Sept. \_\_\_\_\_

**Total Points** \_\_\_\_\_ **Verified** \_\_\_\_\_  
 (Maximum total of **144 points** for Walking/Exercise Groups)

## Structured Exercise Programs

This category includes athletic leagues, aerobic classes, yoga, barre and other high-intensity, high-energy exercise groups that are led by an instructor/coach.

**Requirements for points:** (5 points per day, 180 pt. max)

- ✓ Employee's participation must be documented and verifiable by the instructor. (Instructor's contact information must be provided by the employee)
- ✓ Attendance must be verified in order to receive the I Win stamp for points.

### October/November

<b>Total:</b>																		

### December/January

<b>Total:</b>																		

### February/March

<b>Total:</b>																		

## Structured Exercise Programs

### April/May

<b>Total:</b>																		

### June/July

<b>Total:</b>																		

### August/September

<b>Total:</b>																		

**Total Points** \_\_\_\_\_ **Verified** \_\_\_\_\_  
*(Maximum total of 180 points for Structured Exercise Programs)*

# Counting/Tracking Distance

Earn points for completing walks/runs/jogs, bike rides, hikes, etc. to help improve cardiovascular health.

- Requirements for points:** 15 points per month maximum
- ✓ A minimum of 90,000 steps (approximately 3,000 steps per day) or 40 miles each month
  - ✓ Proof of activity from fitness trackers (Fitbit, Garmin, phone app, etc.)

Proof of activities for this section must be provided to receive points (e.g., phone app tracker, step counter, etc.).

## Monthly Total Points

Sept. 2022	March	
October	April	
November	May	
December	June	
January	July	
February	August	

**Total Points** \_\_\_\_\_ **Verified** \_\_\_\_\_  
*(Maximum total of 180 points for Counting/Tracking Distance)*

# Wellness Log Summary

Name \_\_\_\_\_  
(Please Print)  
 Last 4 of Social Security # \_\_\_\_\_

Activity	Total
Health & Well-being	
Health Coaching	
Wellness Challenges	
Wellness Speaker Forums	
Bike/Run/Walk Events	
Weight Loss/Maintenance Programs	
Irving Community Projects	
Gym/Recreation Center Use	
Walking/Exercise Groups	
Structured Exercise Programs	
Counting/Tracking Distance	

**Total Points** \_\_\_\_\_

**Validated By** \_\_\_\_\_ **Date** \_\_\_\_\_

## Wellness Program and Reasonable Alternatives Notice

City of Irving's I Win program is a voluntary wellness program available to all full-time general government and Police employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program you will be asked to complete and provide proof of screenings, tests, assessments, and other activities that involve information about your personal health in order to be awarded points in the log book. You are not required to complete the BCBSTX online Health Risk Assessment.

Employees are not required to complete the HRA, but still can for 15 points. Employees who choose to participate in the wellness program, and accumulate the required points will receive an incentive of \$130/month.

If you are unable to participate in any of the health-related activities you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting [benefits@cityofirving.org](mailto:benefits@cityofirving.org).

## Protections from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and City of Irving may use aggregate information it collects to design a program based on identified health risks in the workplace, City of Irving's I Win program will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any



data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

**Reasonable Alternatives**

Your health plan is committed to helping you achieve your best health. Rewards for participating in a wellness program are available to all eligible employees. If you think you might be unable to meet a standard for a reward under the City of Irving's I Win program, you might qualify for an opportunity to earn the same reward by different means. Contact the Benefits & Wellness Staff at [benefits@cityofirving.org](mailto:benefits@cityofirving.org) and we will work with you (and if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status.

# Notes

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2022- 23 Wellness Speaker Forum Schedule

DATE	TIME	TOPIC
October 12, 2022	10 to 11 a.m.	Weaving Wellbeing Into Our Lives- Wellness Coordinator
October 26, 2022	12 to 1 p.m.	Breast Cancer Awareness- Dr. Joboby (Lunch included)
November 9, 2022	10 to 11 a.m.	Quitting Smoking- Optum EAP
November 30, 2022	2 to 3 p.m.	What is Airrosti?- Airrosti
December 6, 2022	10 to 11 a.m.	Making the Holidays Happier- Optum EAP
December 21, 2022	2 to 3 p.m.	Volatile Stock Market , but We're here to Help!- Clarence Anderson
January 11, 2023	10 to 11 a.m.	Well on Target Overview
January 25, 2023	2 to 3 p.m.	Tech Neck: Common Conditions Caused by Technology - Airrosti
February 8, 2023	10 to 11 a.m.	Healthy Heart, Healthy You- Wellness Coordinator
February 22, 2023	2 to 3 p.m.	How to Better Manage Stress- Optum
March 8, 2023	10 to 11 a.m.	Trending in Nutrition- Wellness Coordinator
March 22, 2023	2 to 3 p.m.	I'm too busy to eat healthy - Optum
April 12, 2023	10 to 11 a.m.	Mindfulness- Optum
April 26, 2023	2 to 3 p.m.	Cariloop Overview- Cariloop
May 10, 2023	10 to 11 a.m.	Health on the Move- Airrosti
May 24, 2023	2 to 3 p.m.	Relaxation Techniques- Optum

June 7, 2023	10 to 11 a.m.	Men's Health- Wellness Coordinator
June 21, 2023	2 to 3 p.m.	Health at your Desk - Airrosti
July 12, 2023	10 to 11 a.m.	How to Manage Your Finances- Optum
July 26, 2023	2 to 3 p.m.	Mental Health- Cariloop
August 9, 2023	10 to 11 a.m.	Headaches: It's not just your head- Airrosti
August 23, 2023	2 to 3 p.m.	Finances- Clarence

This Wellness Speaker Forum schedule was last revised September 27, 2022 and is subject to change. Refer to "Employee News" email for updates. For more information, contact Wellness Coordinator Da'Lynn Mills at (972)996-9274, Senior Workforce Services Assistant Angie Frettoloso (972) 721-4757, or Benefits Administrator Loretta Helm at (972) 721-3649.