

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

**SUBJECT: DUTY MANUAL REVISIONS:
WELLNESS AND EMPLOYEE
SUPPORT TEAM**

DATE: August 9, 2023

APPROVED

Memo #2023-022

BACKGROUND

The Crisis Management Unit (CMU) was developed prior to 2000 to provide Crisis Intervention Team (CIT) response in patrol and services to Department members.

In its earliest iteration, the Unit's objectives were:

1. Defuse potentially dangerous situations involving unstable or mentally ill individuals, and decrease the incidents of injuries to those individuals, the public, and officers.
2. Provide critical incident stress management to members of the Department involved in critical incidents, through individual contacts, defusings, and debriefings.
3. Maintain a healthy work environment by providing peer support to members of the Department requesting assistance.

Today, the responsibilities of CMU have changed. While it originally "defused potentially dangerous situations involving unstable or mentally ill individuals," that responsibility now lies with all Department personnel. CMU is responsible for ensuring Department members are trained in CIT. Nearly the entire Department is CIT trained and the only new CIT training occurs upon the graduation of an academy class.

The CMU mission has shifted to providing *wellness* and *support* to Department members. They are not strictly responsive to crises, as their name suggests. The current mission of the Crisis Management Unit is as follows:

1. Provide support for all Department personnel, both sworn and professional staff.
2. Conduct proactive wellness and trust building.
3. Provide resources and make connections with service providers.

Based on the above, the Crisis Management Unit has changed their name to the **Wellness and Employee Support Team (WEST)**.



ANALYSIS

The Duty Manual has been revised to reflect changes described below. Additions are shown in *italics and underlined*. Deletions are shown in ~~strike through~~ form.

A 1531 BUREAU OF FIELD OPERATIONS (BFO) - FUNCTIONAL DESCRIPTION: *Revised 08-09-23*

To achieve the Department's mission, the Bureau of Field Operations is organized by function.

Various Divisions, and Units are assigned to BFO for the purpose of achieving the functions of the Bureau. The current list of Divisions, and Units assigned to the Bureau is on the Department's Organizational Chart as described in section A 1302. The functions, duties, and responsibilities of each Division or Unit are determined at the behest of the Bureau Deputy Chief. Any questions or disputes regarding the functions, duties, or responsibilities of a Division, or Unit assigned to the Bureau will be resolved by the Bureau Deputy Chief.

The Bureau contains Divisions and Units whose functional responsibilities include, but are not necessarily limited to:

- Patrol Services
- Special Operations
- Community Services
- Airport Services
- *Wellness and Employee Support* ~~Crisis Management Services~~
- Reserve Police Services
- Community Service Officer Program
- Administrative and Support Functions

L 7501**CRITICAL INCIDENT STRESS DEBRIEFING:***Revised 08-09-23*

When an Department member officer of any rank or assignment is involved in a critical incident that has the potential for producing the type of significant emotional shock that may adversely impact the psychological well-being of an individual, the Critical Incident Stress Debriefing (CISD) Program is used. The CISD Critical Incident Stress Debriefing Coordinator is the supervisor assigned to the Wellness and Employee Support Team (WEST) ~~Crisis Management Unit (CMU)~~. WEST ~~The Crisis Management Unit~~ is assigned to the Bureau of Field Operations - Deputy Chief's Office. WEST's ~~The Crisis Management Unit's~~ goal is to maintain a healthy work environment by providing support to members of the Department requesting assistance via referrals or one-on-one peer support.

After a particular critical incident, the event will be assessed for the necessity of a Critical Incident Stress Debriefing (CISD). If it is determined that a CISD is necessary, then attendance is mandatory. The following procedures are followed when initiating CISD Critical Incident Stress Debriefing services:

- The initial CISD Critical Incident Stress Debriefing service is provided for all Department members officers directly involved in a critical incident such as an officer-involved shooting incident. CISD Coordinator ~~Command officer~~ authorization is required to obtain these services. The CISD Coordinator ~~on-duty patrol watch commander~~ or appropriate unit commander will identify the Department members who were directly involved in a particular incident and ensure that each of them is notified of the date, time and place of the required debriefing meeting.
- The CISD Crisis Management Unit Coordinator may be contacted via phone or email to initiate a debriefing. The CISD CMU Coordinator's phone number is available in Communications. Phone numbers of debriefing staff volunteers are maintained by WEST CMU.
- CISD Critical Incident Stress Debriefing should be completed for officers as soon as practicable after a critical incident concludes. Service to employees' families may be arranged at a time convenient for the family as needed on a case-by-case basis.
- Liaison: When an officer is involved in a critical incident, a command officer in the appropriate chain of command will ensure a Department representative is identified to be a ~~maintain~~ liaison between the Department and the member. The representative may be a Department member or an individual ~~one~~ from a specially trained volunteer list, available from the CISD Critical Incident Stress Debriefing Coordinator.

L 7501.5**PSYCHOLOGICAL COUNSELING***Revised 08-09-23*

Officers involved in an incident involving the use of deadly force shall undergo a counseling session with a licensed mental health professional specializing in law enforcement as soon as practicable. The Department will ensure that the officer(s) who used deadly force as well as other directly involved officers on scene are made aware of the counseling services available to them. The purpose of this session is to

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educate those involved regarding the potential psychological after-effects of a critical incident.

The counseling session shall not be related to any Department investigation of the incident. The session will remain protected by the privileged psychotherapist-patient relationship, and nothing discussed in the session will be reported to the Department.

The involved officers' families will also have the services of a licensed mental health professional specializing in law enforcement available to them to educate them regarding the potential psychological after-effects of a critical incident. The services shall not be related to any Department investigation of the incident, and nothing discussed will be reported to the Department. The consultation sessions will remain protected by psychotherapist-patient privilege as defined by law.

The Wellness and Employee Support Team Crisis Management Unit Coordinator will maintain the contact information for the licensed mental health professional on file and will be available to assist officers and/or their families in coordinating the sessions. The communication between the involved officer and the Wellness and Employee Support Team Crisis Management Unit is not, by law, deemed a confidential privileged communication, as defined in Government Code section 8669.4.

ORDER

Effective immediately, all Department personnel shall adhere to the above Duty Manual sections.



Anthony Mata
Chief of Police

AM:PH:SD