

\*Please Note: This is a working draft of Directive 0500.00. The PPB has not implemented any portion of this draft. Submit your comments using the “Provide Feedback Here” link located at the end of the directive.

A redline copy of the updated directive is included in this attachment.

## **0500.00 Portland Police Bureau Wellness Program (New)**

*2nd Universal Review Period: 10/1/21 - 10/30/21*

### **Refer:**

- ORS 181A.832, Mental health wellness policies for law enforcement agencies
- DIR 0240.00, Employee Assistance Program
- DIR 0280.00, Fitness Room
- DIR 0305.00, Active Bystandership, Intervention, and Anti-Retaliation
- DIR 0316.00, Drug, Alcohol, and Tobacco-Free Workplace
- DIR 0410.00, Injuries/Occupational Illness/Disability/LOS

### **Definitions:**

- Wellness: A state of being physically, mentally, emotionally, socially, and financially healthy.
- Wellness Training: Activities include, but are not limited to, physical exercise, meditation, mental health services, and wellness-related educational opportunities.

### **Policy:**

1. The Portland Police Bureau recognizes that the wellness of its members is essential and is committed to fostering a culture of wellness to best serve its members, their families, and the community. Increased member wellness can lead to better decision-making, customer service, and safety, which leads to increased wellness in the community.
2. This Directive establishes the Portland Police Bureau Wellness Program. The goal of the program is to enhance the physical, mental, emotional, social, and financial health for all Bureau members while increasing organizational wellness, excellence, and efficiency.
3. The Wellness Program strives to increase readiness and resiliency, enhance morale, increase productivity, reduce sick leave use, and increase job and life satisfaction. The Bureau is committed to providing wellness-related training, resources, and opportunities for members, and paid Wellness Time in accordance with this directive.

### **Procedure:**

1. The Wellness Program.
  - 1.1. The Bureau shall maintain a Wellness Program and designate, at minimum, a sworn officer as Wellness Program Coordinator to develop wellness-related training, refer members to wellness resources, and provide wellness-related educational opportunities. The Bureau should strive to build a Wellness Unit staffed with both sworn and professional staff to optimize wellness for all members.
  - 1.2. The Wellness Program Coordinator shall oversee the Wellness Time program and Wellness Training, review, document, and approve organized wellness initiatives, and

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coordinate with RU Wellness Committees and the Employee Assistance Program (EAP) to offer services to all Bureau members.

1.3. The Wellness Program shall periodically submit a report to the Chief of Police outlining Wellness Program project goals and measurable outcomes to evaluate efficacy.

1.4. Wellness Committees.

1.4.1. Each RU shall establish and maintain a Wellness Committee to represent all of its sworn and professional staff to coordinate with the Wellness Program and develop a Standard Operating Procedure (SOP) regarding scheduling and approving Wellness Time.

1.5. Wellness Program Objectives.

1.5.1. The Wellness Program aims to increase member and community wellness by:

- 1.5.1.1. Increasing member resiliency in response to physical injury and potentially reducing injury-related leave.
- 1.5.1.2. Increasing member resiliency in response to emotional injury and trauma.
- 1.5.1.3. Improving member morale and building a culture of community and wellness within the Bureau and within the larger Portland community.
- 1.5.1.4. Increasing member resilience and response to stress and trauma.
- 1.5.1.5. Increasing safety and trust in the community through improving member decision-making, communication, and customer service.

2. Wellness Time.

2.1. General Guidelines.

2.1.1. Members shall be granted 4 hours per week, in any combination of 60 or 90 minute sessions, (Wellness Time) for Bureau-approved wellness activities during the member’s workweek during paid work hours.

2.1.1.1. RU managers may approve sessions longer than 90 minutes at their discretion.

2.1.2. Wellness Time is not accrued and unused hours cannot be banked or carried over to the following week.

2.1.3. The Wellness Time allotted includes time for changing clothes, showering, and the wellness activity.

2.1.4. Wellness Time shall only be used for activities that directly impact member wellness and is available pursuant to the operational needs of the Bureau and is subject to cancellation and/or rescheduling.

2.2. Cancellation.

2.2.1. Any supervisor may cancel Wellness Time at their discretion based on the operational needs of the Bureau and shall communicate both the beginning and the end of the cancellation period to the members they supervise and to the Wellness Coordinator.

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### 2.3. Participation.

- 2.3.1. All Bureau members, both professional staff and sworn members, are encouraged to participate in Wellness Time.
- 2.3.2. Member participation is voluntary.
- 2.3.3. Participating members should consult their doctor regarding any prior or existing medical conditions or limitations that put them at risk for injury or illness while participating in the program.

### 2.4. Scheduling, Approving, and Documenting Wellness Time.

- 2.4.1. Wellness Time shall be scheduled and approved following the member’s RU’s Wellness Time SOP.
- 2.4.2. Wellness Time shall be documented following Wellness Program guidelines.
- 2.4.3. Organized wellness initiatives (e.g., a running club, group fitness class, or other group wellness activity) require prior approval and documentation by the Wellenss Program Coordinator.

### 2.5. Telework.

- 2.5.1. Members are authorized to participate in Wellness Time on days they are in a telework status and shall comply with all scheduling, approval, and documentation requirements.

## 3. Illness and Injury Reporting.

- 3.1. Members shall report injuries incurred while participating in Wellness Time to a supervisor as soon as practicable and shall comply with Directive 0410.00, Injuries/Occupational Illness/Disability/LOS.

**Provide feedback [here](#).**

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## **0500.00 Portland Police Bureau Wellness Program (New)**

*First Universal Review Period: 6/15/2021 – 7/15/2021*

### **Refer:**

- ORS 181A.832, Mental health wellness policies for law enforcement agencies
- DIR 0240.00, Employee Assistance Program
- DIR 0280.00, Fitness Room
- DIR 0305.00, Active Bystandership, Intervention, and Anti-Retaliation
- DIR 0316.00, Drug, Alcohol, and Tobacco-Free Workplace
- DIR 0410.00, Injuries/Occupational Illness/Disability/LOS

### **Definitions:**

- Wellness: A state of being ~~where a person is thriving~~ physically, mentally, emotionally, socially, and financially healthy.
- Wellness Training: Activities include, but are not limited to, physical exercise, meditation, mental health services, and wellness-related educational opportunities ~~such as work life balance, stress and resilience, and financial seminars.~~

### **Policy:**

1. The Portland Police Bureau recognizes that the wellness of its members is essential and is committed to fostering a culture of wellness to best serve its members, their families, and the community. Increased member wellness can lead to better decision-making, customer service, and safety, which leads to increased wellness in the community.
2. This Directive establishes the Portland Police Bureau Wellness Program. The goal of the program is to enhance the physical, mental, emotional, social, and financial health for all Bureau members while increasing organizational wellness, excellence, and efficiency.
3. The Wellness Program strives to increase readiness and resiliency, enhance morale, increase productivity, reduce sick leave use, and increase job and life satisfaction. The Bureau is committed to providing wellness-related training, resources, and opportunities for members, and paid Wellness Time in accordance with this directive.

### **Procedure:**

1. The Wellness Program.
  - 1.1. The Bureau shall maintain a Wellness Program and designate ~~a~~, at minimum, a sworn officer as Wellness Program Coordinator to develop wellness-related training, refer members to wellness resources, and provide wellness-related educational opportunities. The Bureau should strive to build a Wellness Unit staffed with both sworn and professional staff to optimize wellness for all members.
  - 1.2. The Wellness Program Coordinator shall oversee the Wellness Time program, and Wellness Training, review, document, and approve organized wellness initiatives, and

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coordinate with RU Wellness Committees and the Employee Assistance Program (EAP) to offer services to all Bureau members.

1.3. The Wellness Program shall periodically submit a report to the Chief of Police outlining Wellness Program project goals and measurable outcomes to evaluate efficacy.

1.4. Wellness Committees.

1.4.1. Each RU shall establish and maintain a Wellness Committee to represent all of its sworn and professional staff to coordinate with the Wellness Program and develop a Standard Operating Procedure (SOP) regarding scheduling and approving Wellness Time.

1.5. Wellness Program Objectives.

1.5.1. The Wellness Program aims to increase member and community wellness by:

1.5.1.1. ~~Reducing the risk of~~Increasing member resiliency in response to physical injury and potentially reducing injury-related leave.

1.5.1.2. ~~Reducing the risk of~~Increasing member resiliency in response to emotional injury and trauma.

1.5.1.3. Improving member morale and building a culture of community and wellness within the Bureau and within the larger Portland community.

1.5.1.4. Increasing member resilience and response to stress and trauma.

1.5.1.5. Increasing safety and trust in the community through improving member decision-making, communication, and customer service.

2. Wellness Time.

2.1. General Guidelines.

2.1.1. Members ~~may~~shall be granted ~~a maximum of 1 hour per day 4 times~~hours per week, in any combination of 60 or 90 minute sessions, (Wellness Time) for Bureau-approved wellness activities during the member’s workweek during paid work hours.

~~2.1.1.1. The Wellness Program encourages members to use at least half of their Wellness Time for physical exercise, and the other half for approved alternative Wellness Training~~

2.1.1.1. RU managers may approve sessions longer than 90 minutes at their discretion.

2.1.2. Wellness Time is not accrued and unused hours cannot be banked or carried over to the following week.

2.1.3. The Wellness Time allotted includes time for changing clothes, showering, and the wellness activity.

2.1.4. Wellness Time shall only be used for activities that directly impact member wellness and is available pursuant to the operational needs of the Bureau and is subject to cancellation and/or rescheduling.

2.2. Cancellation.

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2.2.1. Any supervisor may cancel Wellness Time at their discretion based on the operational needs of the Bureau and shall communicate both the beginning and the end of the cancellation period to the members they supervise and to the Wellness Coordinator.

2.2.2.3. Participation.

2.2.1.2.3.1. All Bureau members, both professional staff and sworn members, are eligible encouraged to participate in Wellness Time.

2.2.2.2.3.2. Member participation is voluntary.

2.2.3.2.3.3. Participating members should consult their doctor regarding any prior or existing medical conditions or limitations that put them at risk for injury or illness while participating in the program.

2.3.2.4. Scheduling, Approving, and Documenting Wellness Time.

2.3.1.2.4.1. Wellness Time shall be scheduled and approved following the member’s RU’s Wellness Time SOP.

2.3.2.2.4.2. Wellness Time shall be documented following Wellness Program guidelines.

2.4.3. Organized wellness initiatives (e.g., a running club, group fitness class, or other group wellness activity) require prior approval and documentation by the Wellenss Program Coordinator.

~~2.4.1.1. Cancellation.~~

~~2.4.1. Any supervisor may cancel Wellness Time at their discretion based on the operational needs of the Bureau and shall communicate both the beginning and the end of the cancellation period to the members they supervise.~~

2.5. Telework.

2.5.1. Members are authorized to participate in Wellness Time on days they are in a telework status and shall comply with all scheduling, approval, and documentation requirements.

3. Illness and Injury Reporting.

3.1. Members shall report injuries incurred while participating in Wellness Time to a supervisor as soon as practicable and shall comply with Directive 0410.00, Injuries/Occupational Illness/Disability/LOS.

# #1

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, June 15, 2021 4:42:36 PM  
**Last Modified:** Tuesday, June 15, 2021 4:55:53 PM  
**Time Spent:** 00:13:16

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Page 1

## Q1

Please provide feedback for this directive

1. It is difficult to change clothes, exercise, shower, and change back into work clothes in an hour- it will limit any meaningful physical exercise. It may be more useful to allow 90 minutes, twice a week, for these activities.
  2. PPB staff have very little interaction with the public, which has exacerbated understanding and communication between the police and the City population. It might be possible to establish PPB staff memberships at local health clubs at a reduced rate, which would allow staff to exercise at other times outside of their work week, create positive interactions with local business, and help facilitate better communication between PPB staff and the public outside of normal PPB business.
  3. Offer this as a perk in the ongoing contract negotiations.
  4. Have staff report their own hours on their timesheets. If staff design their own opportunities, you won't need a wellness coordinator to monitor activities, although it would be a good idea to have someone develop and offer other, non-exercise wellness opportunities.
- 

## Q2

Contact Information (optional - your name will be visible on PPB's website)

Name **Don Levine, PBAC**

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## #2

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, June 22, 2021 4:14:58 PM  
**Last Modified:** Tuesday, June 22, 2021 4:18:52 PM  
**Time Spent:** 00:03:53

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Page 1

### Q1

Please provide feedback for this directive

I think there is a real issue with non-sworn having the opportunity to participate. Our workload does not allow it unless we fail to complete one of our duties many times. The central the gym is usually full and it does not feel safe to go out walking alone anywhere near our building. I think feasibility and access need to be addressed so this is fair for everyone. Also I think it should be equal number of hours across the board not by RU.

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### Q2

**Respondent skipped this question**

Contact Information (optional - your name will be visible on PPB's website)

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# #3

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, June 22, 2021 8:58:12 PM  
**Last Modified:** Tuesday, June 22, 2021 9:05:22 PM  
**Time Spent:** 00:07:09

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Page 1

## Q1

Please provide feedback for this directive

While I understand the intent to limit wellness to "no more than one hour a day" I believe it is limiting for the expansion of the program. The option of creating group wellness days as team building exercises comes to mind, as well as other chances to affect personal wellness through organized moments away from the bureau facilities (seeing as those facilities are the cause of great amounts of officer stress). Opportunities like these and others undiscovered could be limited by the phrasing. I think it would be best to include a caveat of "with RU approval" or "with CHO approval" for the rare times which would take officers outside of the one hour.

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## Q2

Contact Information (optional - your name will be visible on PPB's website)

Name **Michael Roberts**

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## #4

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, June 23, 2021 7:08:22 AM  
**Last Modified:** Wednesday, June 23, 2021 7:15:45 AM  
**Time Spent:** 00:07:23

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Page 1

### Q1

Please provide feedback for this directive

I thought a requirement of this program was to remain in/around our work site and check back, post-wellness hour, to prevent employees from using the program as an excuse to knock an hour off their job duties. Additionally, I have heard co-workers refer to going shopping as their wellness. Consider changing the language in 2.1.1.1. to "shall," or "can ONLY use the time to..." instead of "encourages." Employees need to learn how to organize their time so any personal matters, like shopping, paying bills, making appointments, etc. are done on their lunch/breaks. Otherwise, this "wellness" is really meaningless.

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### Q2

Respondent skipped this question

Contact Information (optional - your name will be visible on PPB's website)

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## #5

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, June 23, 2021 1:20:40 PM  
**Last Modified:** Wednesday, June 23, 2021 1:21:11 PM  
**Time Spent:** 00:00:31

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Page 1

### Q1

Please provide feedback for this directive

I think this is an important and necessary directive as it is written.

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### Q2

**Respondent skipped this question**

Contact Information (optional - your name will be visible on PPB's website)

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## #6

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, June 24, 2021 3:16:32 PM  
**Last Modified:** Thursday, June 24, 2021 3:19:04 PM  
**Time Spent:** 00:02:31

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Page 1

### Q1

Please provide feedback for this directive

2.1.1. should say something about the discretion of the RU manager - some RUs are allowed a full hour per day, others are allowed 20 minutes every other day. Unless it is an actual hour per day, four times a week for all and can only be adjusted based on the needs of a unit, then this should be included. Thanks.

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### Q2

Respondent skipped this question

Contact Information (optional - your name will be visible on PPB's website)

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# #7

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Sunday, June 27, 2021 11:13:07 AM  
**Last Modified:** Sunday, June 27, 2021 11:28:41 AM  
**Time Spent:** 00:15:34

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Page 1

## Q1

Please provide feedback for this directive

For the most part I really like this directive and this direction the PPB is taking. I disagree, however, with subsection 1.5.1.1 and 1.5.1.2. Participants of the wellness time experience neither reduced risk of physical injury nor emotional/mental trauma as a result of the use of wellness time. A person who has experienced a traumatic/critical incident has RISK of enduring mental or physical injuries regardless of the amount of time they have spent on their personal wellness. Wellness Time does increase that person's RESILIANCY when faced with traumatic events, but it does not reduce the RISK thereof. I would recommend this wording be changed and/or removed.

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## Q2

Contact Information (optional - your name will be visible on PPB's website)

Name **J. Sutton**

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#8

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, June 28, 2021 11:55:12 AM  
**Last Modified:** Monday, June 28, 2021 12:01:56 PM  
**Time Spent:** 00:06:43

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Page 1

**Q1**

Please provide feedback for this directive

1) Remedy if supervisor denies Wellness time or limits the time period; 2) Policy(3) - spell out that the Wellness program is for all bureau employees and does not favor sworn members.

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**Q2**

**Respondent skipped this question**

Contact Information (optional - your name will be visible on PPB's website)

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#9

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, July 14, 2021 4:59:53 PM  
**Last Modified:** Wednesday, July 14, 2021 5:00:31 PM  
**Time Spent:** 00:00:37

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Page 1

## Q1

Please provide feedback for this directive

### COMMENTS ON LGBTQIA2S+ AND OFFICER WELLNESS DIRECTIVES, JULY 2021

To Chief Lovell, Capt. Parman, Lieutenant Morgan, PPB Policy Analysts, Compliance Officer/Community Liaison Team, Portland Committee on Community Engaged Policing, US Dept. of Justice, Citizen Review Committee and the Portland Police Bureau:

Below are comments from Portland Copwatch (PCW) on the revised and renamed Directive on police interactions with the LGBTQIA2S+, first posted in February, and for the new Officer Wellness Directive (<https://www.portlandoregon.gov/police/59757>).

Ahead of our previous comments on the former policy, we encouraged the PPB to reach out to the affected community for feedback. Many of the changes indicate that this may have happened. We note our logic for doing so is to ensure the PPB's policy is "inclusive, non-offensive, and doesn't accidentally make things worse by trying to make things better."

The Officer Wellness policy, while internally focused, hints at but should emphasize the benefits to the community of cops who take care of themselves physically and psychologically.

We continue to ask the PPB to make the Directives more consistent by giving letters/numbers to all the sections including "Refer" and "Definitions," to make referring to certain passages easier. The reference in our comments are to the Procedure Section unless otherwise noted.

#### Directive 500.00 Wellness Program

Wellness for All: As noted in our introductory comments, Policy Section 1 notes that officer wellness serves Bureau employees, "their families, and the community." However, the stated Goals in Procedure Section 1.5 refers to creating a "culture of community and wellness," which seems focused on Bureau culture rather than on how healthy officers might treat community members better.

Money Nuances: The Definition of "wellness" including that a person is "thriving financially." It's likely this is not what the PPB has in mind as it could have ramifications in expectations of remuneration. The recommendation from the Training Advisory Council mentioned that officers should be grounded in "financial management," which is reflected in the "Wellness Training" definition including financial seminars. We recommend clarifying this point.

Mind Over Matter: It's not clear why the Wellness Program encourages officers to use at least half of their time for physical exercise," (Section 2.1.1.1) when they may need to attend to mental or emotional needs as outlined in the definitions.

## CONCLUSION

Portland Copwatch has a goal to see a Bureau free from racism, brutality and corruption. These terms are broad and yet don't capture the specifics of ending homophobia, transphobia, and general contempt of people who do not conform to societal (or officer) expectations. These Directives can help move the Bureau in the right direction, while the community and City continue to redefine what public safety needs to look like in a broader context. We continue to urge the Bureau to contact affected communities, give people ample time to provide feedback, and rethink the idea of having the Police Association get the final say over policies which involve harm reduction such as these and the ones governing use of force, for instance. So long as there are still police, we look forward to more transformative ideas coming from the PPB.

Thank you,

--dan handelman and other members of

--Portland Copwatch



**Q2**

Contact Information (optional - your name will be visible on PPB's website)

Name

**Portland Copwatch**

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