



CITY OF PORTLAND, OREGON



Bureau of Police

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Executive Summary Directive 0500.00, Portland Police Bureau Wellness Program (New)

Introduction

The Portland Police Bureau recognizes that wellness is important to members and the community, and created the Wellness Program and corresponding policy in order to make wellness a priority. The Wellness Program operates as part of the Training Division and offers training and resources to all members to help them build healthy habits and pursue physical, mental, emotional, social, and financial wellness.

Member wellness is about more than individual benefits for employees; wellness contributes to a member's ability to more effectively engage the community. By increasing member wellness, the Bureau aims to both support its employees and optimize wellness and safety in the community it serves.

In particular, officer wellness has been identified nationally (in President Barack Obama's Task Force on 21st Century Policing 2016 report) and locally (in Training Advisory Council [TAC] and Portland Committee for Community Engaged Policing [PCCEP] recommendations) as an important issue in conversations about police reform and how law enforcement can best serve the community. The creation of the Wellness Program and the corresponding directive are responsive to community and member needs, and support member morale and retention.

In January 2021, the Bureau began researching and developing a policy to institutionalize the Wellness Program and formalize the practice of offering members four (4) paid hours ("Wellness Time") during their work week. The Bureau posted a draft policy for First Universal Review and Public Comment from June 15, 2021 – July 15, 2021, and posted a revised draft for Second Universal Review and Public Comment from October 1, 2021 – October 30, 2021. After considering all internal and external comments, the Bureau now introduces new Directive 0500.00, Portland Police Bureau Wellness Program.

Public Comments

The Bureau received many comments during both of the universal review and public comment periods for the directive. Both internally and externally, support for the Wellness Program was overwhelming.

Comments about the directive contained several recurring messages and themes. Multiple comments pointed to: the Wellness Program leading to increased employee morale and retention; the importance of the Wellness Program promoting mental health; and the necessity of offering the full benefit of Wellness Time to all members, including both sworn and professional staff.

A few comments revealed concern regarding reduced work output and potential misuse of Wellness Time. The policy addresses accountability concerns by imposing wellness time tracking requirements and establishing a Wellness Program Coordinator to oversee the program and report to the Chief of Police regarding program goals and measurable outcomes. The policy addresses work output and operational concerns by allowing supervisor discretion to cancel Wellness Time as needed. Many comments reflected appreciation for the Wellness Program and some comments included practical suggestions, such as allowing Responsibility Unit (RU) managers discretion to approve longer but fewer Wellness Time sessions when that works best for the member and the RU.

Regarding mental health, one comment suggested mandating a mental health component as part of Wellness Time. While the Bureau recognizes the importance and value of mental health work, requiring a particular type of activity for Wellness Time undermines the voluntary nature of participating in the Wellness Program. As such, members are empowered to use Wellness Time for any Bureau-approved wellness activities.

Conclusion

The new Directive aims to establish a program that will be offered and applied fairly among all divisions and precincts. Specifically, the policy directs each RU to create a Wellness Committee to develop a Standard Operating Procedure (SOP) for scheduling and approving Wellness Time. The policy also allows RU Managers flexibility to approve greater Wellness Time session lengths (working within the 4 hour maximum per week framework) and gives supervisors the discretion to cancel Wellness Time for a specified period based on operational need, with appropriate communication to their direct reports and the Wellness Coordinator.

The Bureau is proud to prioritize wellness and offer the benefit of Wellness Time to all members by enacting Directive 0500.00, Portland Police Bureau Wellness Program.

The Bureau welcomes further feedback on this policy during its next review.

This directive goes into effect on February 27, 2022. Published on January 28, 2022.

0500.00 Portland Police Bureau Wellness Program

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, community interactions, 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 shall 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 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 resilience in response to physical injury and potentially reducing injury-related leave.
- 1.5.1.2. Increasing member resilience in response to emotional injury, stress, 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 safety and trust in the community through improving member decision-making, communication, and community interactions.

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 or their designee 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.

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 Wellness 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.

History:

- Originating Directive Date: 02/27/2022
- Signed: 01/28/2022
 - Effective Date: 02/27/2022
- Next Review Date: 02/27/2023