



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: September 14, 2006	REVISED DATE: March 2, 2015	NO. PAGES: 1 of 5	NUMBER: 1.1.38
SUBJECT: POST TRAUMATIC INCIDENT PROTOCOL			
ASSOCIATED MANUAL:		RELATED ORDERS: 1.1.22, 1.1.45, 2.1.01, 2.1.02, 2.1.06, 4.1.05	
CHIEF OF POLICE: <i>Calvin D. Williams, Chief</i>			

Substantive changes are in italics

PURPOSE: To establish a support protocol for members of the Division who have been involved in a traumatic incident.

POLICY: The Division shall strive to create processes that promote a healthy and productive workforce. The procedures contained herein are not intended to be critical of a member’s actions surrounding a traumatic incident. Rather, these procedures address an administrative concern for the physical and emotional welfare of a member involved in a traumatic incident, especially one resulting in another person’s death or serious injury. The Chief of Police, in consultation with the Division’s Stress Consultant, shall be the final authority in determining what constitutes a traumatic incident.

PROCEDURES:

- I. A “traumatic incident” is an event that can cause great distress or disruption in a member’s life. “Traumatic incidents” may include, but are not limited to:
 - A. A member involved in a use of deadly force incident, *with or without death or physical harm.*
 - B. Members involved in or witness to an incident *resulting* in the death or *serious physical harm* of another person.
 - C. *A member experiences an incident that exposed the member to potential serious physical harm or death.*

- II. *Supervisors shall notify Communications Control Section (CCS) to contact the Employee Assistance Unit (EAU) in the following situations. EAU shall monitor the situation and determine an appropriate response.*
 - A. *Line of duty death.*

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- B. *Serious line of duty injury.*
 - C. *Suicide of a co-worker.*
 - D. *Multi-casualty incident.*
 - E. *Officer-involved incident that results in the serious injury or death of anyone.*
 - F. *Death or violence involving a child victim.*
 - G. *A prolonged event, with negative results.*
 - H. *Incident with extensive media attention.*
 - I. *Incident charged with profound emotion (e.g. witness suicide or perform CPR).*
 - J. *Serious off-duty injury.*
 - K. *Any incident that an on scene supervisor reasonably believes a member should consult with EAU for the member's emotional health.*
- III. Use of deadly force incidents resulting in death or *serious* physical harm.
- A. The Chief of Police or Deputy Chief of *Homeland* Special Operations shall ensure the member is *not scheduled for duty on the next three calendar* days immediately following the event. Those days that are not regularly scheduled days off shall be entered as paid administrative leave.
 - B. The member shall remain on paid administrative leave until the member meets with the Division's Stress Consultant. The EAU shall schedule this meeting to occur within three days of the critical incident event.
 - C. EAU shall notify and provide updates to the member's commanding officer regarding the member's *initial days off, administrative leave, and/or duty status throughout the process.*
 - D. The involved member shall on the next business day after meeting with the Stress Consultant also meet with the Medical Director.

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- E. *At the request of the member and/or the recommendation of the Stress Consultant, the Chief of Police may extend the duration of paid administrative leave or inclusion in the post-traumatic event recovery program.*

- F. After meeting with the Stress Consultant and the Medical Director, the member shall be detailed to the *EAU* on restricted duty status for a *minimum* period of *14* days, and *shall* participate in a post-traumatic event recovery program that *includes*:
 - 1. *Regular consultation with the Stress Consultant during the first 30 days. The follow-up intervals shall be 2 months, 4 months, and 11 months post incident or at a frequency determined by the Stress Consultant and the member.*
 - 2. Regular consultation with *EAU* peer counselors.
 - 3. Participation in a physical conditioning program in the Gymnasium Unit *and/or the Division scheduled individualized EAU program.*
 - 4. Spending additional personal time with family members.
 - 5. *Participation in resilience training as determined by the Stress Consultant.*

- G. *Members may be placed into transitional duty or other duty status as determined by the Chief of Police upon completing the EAU detail.*

- H. After the member is cleared by the Stress Consultant to progress further in the *post-traumatic event* recovery program, the *Medical Director* shall schedule an appointment for the member to consult an outside *psychiatrist*.

- I. Upon being notified by the outside *psychiatrist* that the member is cleared, the *Medical Director* will notify the member to report to the *Medical Unit*.

- J. *Upon recommendation of the Medical Director, the Chief of Police may return the member to regular duty status or place the member into transitional assignments for varying periods of time at the member's request and at the discretion of the Chief of Police.*

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- K. *The Chief of Police shall consider assignment recommendations from the Medical Director, Stress Consultant, EAU, and the needs of the member and the Division.*
- IV. Use of deadly force incident with no resultant death or *serious* physical harm.
- A. The Chief of Police or Deputy Chief of *Homeland* Special Operations may place the member on paid administrative leave not to exceed three *calendar* days.
 - B. *Members shall consult with the EAU, Stress Consultant, and Medical Director within three calendar days of the incident, with mandatory follow-up sessions to be determined by the Stress Consultant.*
 - C. Members may request to be detailed to a temporary transitional assignment selected by the Chief of Police, but only after meeting with the Stress Consultant. The EAU shall schedule any required appointments.
 - D. *After meeting with the EAU and the Stress Consultant, the member shall meet with the Medical Director prior to returning to full duty status.*
- V. Traumatic incidents not related to use of deadly force.
- A. The member may be placed on paid administrative leave by the Chief of Police.
 - B. *If on paid administrative leave, the member shall meet with the Division's Stress Consultant and Medical Director.* EAU shall schedule these meetings to occur within three *calendar* days of the critical incident event or date that the member first seeks assistance of a past critical incident event.
 - C. EAU shall notify and provide updates as applicable to the member's commanding officer regarding the member's duty status.
 - D. The Stress Consultant may *recommend to the Chief of Police that* a member be *returned* to regular duty, additional paid administrative leave days, sick leave, and/or *detailed* to a temporary transitional assignment. The Chief of Police, in consultation with the Stress Consultant and EAU, shall be the final arbiter in the disposition of the member's status.

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- VI. *Members placed into transitional duty, as determined by the Chief of Police, may be detailed to a section or unit that includes, but is not limited to:*
- A. *Communications Control Section*
 - B. *Training Section*
 - C. *Crime Scene and Records Unit (Administrative duties)*
 - D. *Forensic Unit (Front office)*
 - E. *Financial Crimes Unit*
 - F. *Personnel Section*
 - G. *Property Section*
 - H. *Supply Unit*
 - I. *Mounted Unit*
 - J. *Record Section*
 - K. *Special Victims Section*
 - L. *Fugitive Unit (Administrative research on wanted persons)*
- VII. *Secondary Employment - Members shall not engage in any security or law enforcement secondary employment while on Restricted Duty, Transitional Duty, or paid administrative leave. Members required by this order to take part in the post-traumatic event recovery program or that request to be on paid administrative leave because of a traumatic incident shall have their secondary employment temporarily revoked until notified by EAU of re-instatement.*