Peer Support Program

207.1 PURPOSE
The Department's Peer Support Program provides all PPD members with an opportunity for peer support during times of personal or professional crisis. Staff and command officers should view the Peer Support Program as support for their personnel. The mission of the Program is to:

(a) Provide a support network of individuals willing to be of service to employees who express a need for assistance;
(b) Promote trust, allow appropriate anonymity, and preserve confidentiality for employees using peer Supporters;
(c) Develop employee ability to anticipate personal conflicts and an awareness of available alternatives for self-help; and,
(d) Maintain an effective, ongoing Peer Support training process.
(e) Additionally, the Peer Support Coordinator or his/her designee shall coordinate the activities and disbursements of the Sunshine Fund under the administration of the Community Services Lieutenant

A PPD member seeking peer support assistance may contact either a peer supporter, if one is known, or the Peer Supporter Coordinator for a referral.

All Pasadena Police Department members are encouraged to notify the Peer Support Coordinator of any member who may benefit from expressions of concern or support from the Sunshine Fund.

207.2 RESPONSIBILITIES AND STRUCTURE
(a) Community Services Section Lieutenant is responsible for managing the Peer Support Program.

(b) Peer Support Program Structure:
   1. Peer Support Steering Committee
      (a) ThePeer Support Steering Committee will act as the policy setting board for the Peer Support Program. The Lieutenant of the Community Services Section will serve as the Peer Supporters Program Administrator. The Coordinator of the Peer Group Supporters will serve as a member of the Committee and Executive Director of the program.

   2. Peer Support Coordinator
      (a) Maintain and coordinate liaison between Peer Supporters, resource persons, and the Department.
      (b) Recruit and coordinate the screening of the Peer Support applicants.
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(c) Coordinate training of Peer Supporters.
(d) Develop resources to assist individuals when problem areas are identified.
(e) Maintain a confidential file of reported contacts by Peer Supporters for statistical purposes.
(f) Maintain an accounting of resources utilized by the program.

207.3 PROGRAM PARTICIPATION REQUIREMENTS

(a) Peer Supporters are selected from all ranks of sworn, civilian and volunteer personnel. The criteria used to select an employee for participation in the program as a peer Supporter is:
   1. An expressed desire to be a peer Supporter;
   2. Meets standards of performance in evaluation reports;
   3. No work restrictions involving psychological stress;
   4. Not the object of a serious investigation of misconduct or suffering serious personal problems.

(b) Peer Support Training- The initial peer support training shall be conducted under the direct supervision of a licensed psychologist. With the assistance of specialists, a series of periodic support training programs shall be conducted in the following areas:
   1. Crisis Identification
   2. Crisis Intervention and Counseling
   3. Listening Skills
   4. Assessment Skills
   5. Referral Skills

(c) Follow-up Training:
   1. Problem-solving Workshops
   2. Referral Workshops
   3. Advanced Skills Workshops
   4. Sharing Workshops
   5. Supporter Fellowship
   6. Alcohol and Substance Abuse Workshops

207.4 CONFIDENTIALITY

One of the most important responsibilities of a peer Supporter is the promotion of trust, anonymity, and confidentiality for employees who seek the assistance of the Peer Support Program.
Communication between a peer Supporter and those being counseled shall be considered privileged by the Department except for those matters which involve violations of the law or serious misconduct, or WIC 5150 situations where a person is a danger to self, danger to others, or unable to care for self.

No member of the Department can order a peer Supporter to divulge confidential information.

207.5 USE OF DEPARTMENT EQUIPMENT, FACILITIES AND ON DUTY TIME
Peer Supporters may use Department facilities, vehicles and on duty time with prior notification of the immediate supervisor responsible for the involved equipment, facility or personnel. The phrase of "Acting as a Peer Supporter" is sufficient notification.

207.6 OVERTIME COMPENSATION
In most cases, peer Supporter counsels individuals while on duty. However, in the event that overtime is requested, advance approval of the Community Services Lieutenant or designee, is required.

207.7 SUNSHINE FUND ADMINISTRATION
(a) Oversight of the Sunshine Fund shall be by the Community Services Lieutenant.
(b) Recommendations for disbursement of from this account will be made by the Peer Support Coordinator or his/her designee.
(c) The position of Sunshine Fund Coordinator shall run for a period of one year (1/1 through 12/31).
(d) An annual audit of the Sunshine Fund financial records will be conducted by an entity not associated with the Sunshine Fund or the Peer Support Program.
   1. This annual audit shall be submitted to the Community Services Lieutenant and the Peer Support Coordinator.
(e) The Sunshine Fund Coordinator shall submit a report of disbursements/activity at each of the Peer Support quarterly in-service training meetings.
(f) Funds are to be used to send cards, flowers, or other expressions of concern and support to Pasadena Police Department Members experiencing a life crisis such as sickness, bereavement, etc. in their immediate families and extended family members upon consideration of the impact upon the PPD Member.
   1. Pasadena Police Department Members include all full and part time, sworn and civilian employees, volunteers, and retired employees in good standing.
(g) Annually encourage employees to donate via payroll deduction a minimum of $1.00 per pay period to the Sunshine Fund.