



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-36

Effective: 08/10/2023 Review: 08/10/2024 Replaces: 08/30/2021

1-36 DEPARTMENT PERSONNEL WELLNESS PROGRAM

Related SOP(s), Form(s), Other Resource(s), and Special Order(s):

A. Related SOP(s)

[1-10 Peer Support Program](#)

[1-20 Behavioral Sciences Section \(BSS\) \(Formerly 1-11\)](#)

[3-31 Physical Fitness Assessment \(Formerly 3-83\)](#)

B. Form(s)

[PD 2001 Critical Incident Referral](#)

C. Other Resource(s)

29 C.F.R. § 1910.95 Occupational Noise Exposure

29 C.F.R. § 1910.134 Respiratory Protection

Health Insurance Portability and Accountability Act (HIPAA) of 1996

Riebe, D., Ehrman, J. K., Liguori, G., & Magal, M. (2018) Benefits and risks associated with physical activity. In *ACSM's Guidelines for Exercise Testing and Prescription* (pp. 1-21). Philadelphia: Wolters Kluwer.

Spence, D. L., Fox, M., Moore, G. C., Estill, S., & Comrie, N. (2019). Report to Congress: Law Enforcement Mental Health and Wellness Act. Retrieved from <https://cops.usdoj.gov/ERIC/FullTextFullReport.aspx?id=ED584848>

D. Rescinded Special Order(s)

SO 23-58 Amendment to SOP 1-36 Officer Wellness Program

1-36-1 Purpose

The purpose of this policy is to provide the framework for the Department Personnel Wellness Program (Program), which is a centralized and comprehensive program to support the mental and physical health, stress management, and peer support of Albuquerque Police Department (Department) personnel. Research has shown that police officer occupational stress is directly related to higher rates of heart disease, divorce, sick days taken, alcohol abuse, and major psychological illnesses, such as acute stress disorder, post-traumatic stress disorder, depression, and anxiety disorders.

1-36-2 Policy

It is the policy of the Department to promote the physical and mental well-being of all Department personnel to facilitate the implementation of its missions and goals. The Program encourages Department personnel to participate in regular exercise programs, maintain a healthy lifestyle, and provide a standard response to assist personnel involved in a Critical Incident.



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N/A 1-36-3 Definitions

A. Critical Incident

1. An event that involves circumstances that go beyond the usual range of experiences that occur during everyday policing and within mainstream society. Typically, a Critical Incident involves loss of life, serious injuries, significant damage to property, or requires heightened use and coordination of public resources. The three types of Critical Incidents are as follows:
 - a. Tier 1 Critical Incident: An incident that includes, but is not limited to, an officer-involved shooting (OIS); in the line-of-duty death; Department personnel attempted and completed suicides; child fatality or injury with great bodily harm; and unsuccessful cardiopulmonary resuscitation (CPR) on a child;
 - b. Tier 2 Critical Incident: An incident that includes, but is not limited to, completed suicide in response to a call for service; homicide; serious injury to sworn personnel; and any legitimate suspicion or reports to a supervisor of potential substance abuse problems; and
 - c. Tier 3 Critical Incident: An incident in which supervisors and peers can request assistance from Behavioral Sciences Section (BSS) or Peer Support Program personnel regarding, but not limited to, mental health issues; and/or work performance concerns about psychological wellness or substance abuse.

B. Critical Incident Check-up

A mandatory meeting with a BSS licensed behavioral health clinician (clinician) that occurs when Department personnel are involved in a Critical Incident.

C. Mandated Workout Time

On-duty exercise time that is allocated for sworn personnel who serve in a unit with a physical fitness requirement; or on-duty exercise time allocated for sworn personnel when a Bureau Chief has determined that such a program benefits a particular bureau, division, section, or unit.

D. Mental Wellness Check-up

A mandatory meeting with a BSS clinician. For some bureaus or divisions, these meetings may be required semi-annually due to the potential for high-stress or mentally challenging encounters or investigations that these specialized units conduct. A mental wellness check-up may help Department personnel address common stress factors encountered during policing and law enforcement activities. A mental wellness check-up is not a fitness for duty examination.



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E. Physical Fitness

The ability to carry out daily tasks with vigor and alertness, without undue fatigue, and with ample energy to enjoy leisure-time pursuits and meet unforeseen emergencies.

F. Physical Fitness Check-up

A program that combines the results of the annual physical fitness test, a regular exercise program that is consistent with the American College of Sports Medicine's (ACSM) definition and recommendations, and an annual physical wellness check-up to assist and incentivize Department personnel in maintaining a minimum level of physical health throughout their career.

G. Physical Wellness Check-up

An annual check-up performed by the City of Albuquerque Employee Health Center that includes blood testing to detect markers for physical health and stress indicators that are common to law enforcement duties, an OSHA-approved hearing test, and a respirator medical evaluation.

H. Regular Exercise Program

Any exercise routine that addresses aerobic and/or anaerobic conditioning. Qualifying exercise programs should be safe, well-designed, and consistent with ACSM recommendations.

I. Time-Off Bank (TOBANK)

Incentive hours for the regular exercise program are stored in the employee's Time-Off Bank (TOBANK). TOBANK time is available for all Department personnel. Exercise incentive hours are stored for use by Department personnel and will expire after one (1) year if they are not used. TOBANK hours are not paid out when an employee's City employment discontinues.

1-36-4 General Requirements

- A. The Department Personnel Wellness Program consists of four components designed to improve the overall health and well-being of Department personnel and their families.

1. Physical Wellness Component

- a. Annual Physical Wellness Check-up: Employees are encouraged to have an annual check-up that includes blood testing to check for markers of general physical health that may indicate adverse reactions to high-stress levels or indicators for heart disease, cancer, diabetes, and other common health risks for first responders;



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- i. Department employees can choose to have an annual physical wellness check-up through the City's Employee Health Center or the employee's primary care physician.
 - ii. A hearing test, consistent with OSHA regulations (29 C.F.R. § 1910.95);
 - iii. A respirator medical evaluation, consistent with OSHA regulations (29 C.F.R. § 1910.134); and
 - iv. A mandatory annual physical wellness check-up for all sworn personnel.
- b. Physical Fitness Check-up: A check-up that consists of the annual physical fitness test, consistent with SOP Physical Fitness Assessment.

2. Regular Exercise Component

- a. Department personnel are encouraged to participate in a voluntary, regular exercise program to maintain a healthy lifestyle.

3. Mental Wellness Component

- a. The Mental Wellness Component of the Program consists of a coordinated effort between BSS personnel, Peer Support Program personnel, and Chaplain Unit personnel to provide assistance, emotional support, and counseling during or after Critical Incidents or high-stress situations for Department personnel and their families.
 - b. This component consists of:
 - i. An annual BSS visit. All sworn department employees shall schedule and attend an annual mental wellness check-up with a BSS clinician during their birth month.
 1. Sworn personnel shall be required to attend the appointment but are not required to respond to any questions unless they choose to engage with the BSS clinician.
 - ii. Routine check-ups with a BSS clinician or Peer Support Program personnel after involvement in a Critical Incident;
 - iii. Access to services for Department personnel and their families to promote a healthy work and family environment throughout the employee's career; and
 - iv. A Chaplain Unit Liaison that is assigned to each cadet class.
4. Supervisors will allow Department personnel time off and designate this time as "Paid Leave Other" (PLO) in the Department's timekeeping system, consistent with their respective union contracts to complete a physical wellness check-up and mental wellness check-up.
- a. Department personnel not covered by a union contract will be allowed a half-day off to complete these examinations.

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B. Confidentiality

1. Communication between Department personnel and Department Personnel Wellness Program Unit personnel during any program component is considered



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confidential except for the following issues that will be forwarded to BSS personnel for consultation:

- a. A clear and substantial risk of imminent serious physical injury or death to oneself;
 - b. A clear and substantial risk of imminent serious physical injury or death to others;
 - c. Reasonable suspicion of child abuse;
 - d. Reasonable suspicion of elder abuse; and/or
 - e. When an employee requests their information be released.
2. All medical information shall be kept confidential, consistent with federal, state, and local confidentiality laws, including the Health Insurance Portability and Accountability Act (HIPAA), and consistent with the requirements of SOP Behavioral Sciences Section, unless there is:
 - a. A medical determination that Department personnel be placed on restricted duty, light duty, or non-duty status to treat a medical condition.
 - b. A medical diagnosis will not be shared with the chain of command without the employee's written consent.
 3. Misuse of any information obtained through the Department Personnel Wellness Program, including unauthorized disclosure of this information, shall be subject to discipline, up to and including demotion or termination from employment.

1-36-5 Regular Exercise Component

A. Regular Exercise Program

1. The Department's Bureau Chiefs have the authority to mandate workout time as part of the employee's shift for a designated unit under their supervision.
2. Qualifying exercise programs should be safe and consistent with ACSM recommendations, including a program that consists of aerobic and/or anaerobic conditioning a minimum of three (3) times per week for an average of one-hundred-and-twenty (120) minutes per week.
3. A regular exercise program is voluntary for all Department personnel unless a Deputy Chief has mandated the workout as part of a unit's daily work schedule.
 - a. The Department will not penalize Department personnel for not participating in a voluntary, regular exercise program.

1-36-6 Mental Wellness Component

A. Mental Wellness Check-up



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1. Semi-annual Mental Wellness Check-up

- a. Due to the high-stress nature of the crimes investigated, sworn personnel assigned to the following units are required to complete a mental wellness check-up semi-annually:
 - i. Child Exploitation Detail, which includes all sworn personnel at the rank of lieutenant or below; and
 - ii. Crimes Against Children Unit, which includes all sworn personnel at the rank of lieutenant or below.

2. Annual Mental Wellness Check-up

- a. All sworn personnel not explicitly identified above shall complete a mental wellness check-up on an annual basis.

B. Critical Incidents

- 1. Critical Incidents can have lasting and often undetected effects on law enforcement personnel. To address the stress associated with law enforcement activities, the Department has designated certain events as Critical Incidents that require an outreach from either a BSS clinician or Peer Support Program personnel.
- 2. A BSS clinician or Peer Support Program personnel will coordinate their response to Critical Incidents to provide support for the involved employee. A BSS clinician and Peer Support Program personnel will proactively respond to Critical Incidents as follows:
 - a. Response to Tier 1 Critical Incident:
 - i. Mandated thirty (30) minute appointment with a BSS clinician;
 - ii. Additional support, consistent with SOP Behavioral Sciences Section (BSS); and
 - iii. Two (2) follow-up contacts made in-person, by phone, and/or by email, consistent with SOP Peer Support Program.
 - b. Response to Tier 2 Critical Incident:
 - i. Mandated thirty (30) minute appointment with a BSS clinician, consistent with SOP Behavioral Sciences Section (BSS);
 - ii. Two (2) follow-up contacts that are made in-person, by phone, and/or by email, consistent with SOP Peer Support Program.
 - c. Response to Tier 3 Critical Incident:
 - i. Peer Support Program personnel will offer information about professional mental health support and available resources.
 - ii. Supervisors can mandate referrals to a BSS clinician if there are objectively observed difficulties at work related to mental health issues.



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1-36-7 Department Personnel Wellness Program Incentives

- A. The Department Personnel Wellness Program Committee awards incentives in February and August for the previous two (2) quarters of each calendar year, as follows:
1. Department personnel who have fully participated in the Department Personnel Wellness Program will receive ten (10) hours of TOBANK time for each quarter, provided they have completed an average of three (3) exercise sessions per week for a minimum of one-hundred-and-twenty (120) minutes per week.
 - a. Department personnel who have a mandated workout time as part of their normal duty hours will not be eligible to receive additional incentives for a regular exercise program.
 2. Department personnel can earn an additional five (5) hours of TOBANK per quarter for completing a Department-approved mindfulness/stress reduction program.
- B. The Department Personnel Wellness Program committee awards incentives on an annual basis, in February, as follows:
1. Department personnel who have completed an annual physical examination through the Employee Health Division or with their primary care physician will receive five (5) hours of TOBANK time per calendar year

1-36-8 Department Personnel Responsibilities for Incentives

7 A. Physical Wellness Check-up Requirements

1. Supervisors will allow Department personnel time off and designate this time as "Paid Leave Other" (PLO) in the Department's timekeeping system, consistent with their respective union contracts to complete a physical wellness check-up.
 - a. The employee will select the detail code "Annual Physical" when completing the time sheet.
 - b. Department personnel not covered by a union contract will be allowed a half-day off to complete these examinations.
2. Sanctions for the Physical Wellness Check-up requirements will be waived until January 1, 2023.

N/A B. Regular Exercise Program Requirements

1. Department personnel are responsible for verifying they have completed the required elements of the Department Personnel Wellness Program to receive the incentives outlined in this Standard Operating Procedure (SOP).



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2. Department personnel will upload documentation to verify completion of the Department Personnel Wellness Program via the approved Department Personnel Wellness Program portal.
3. Regular exercise routines will be documented by either:
 - a. Exercise tracking programs, such as a smartwatch, which can be uploaded via the link in the Department Personnel Wellness Program portal; or
 - b. Manually completing an exercise log by using the Presbyterian Healthcare Services' Wellness at Work portal, which can be accessed through the Department Personnel Wellness Program webpage portal.
 - i. For exercise routines that do not allow Department personnel to wear a smartwatch during the exercise (e.g., boxing or martial arts training), Department personnel will include the following in the comment section of the log:
 1. Class/school name;
 2. Instructor's name; and
 3. A contact phone number or email address for the gym/fitness center.

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C. Mental Wellness Program Requirements

1. Supervisors will allow Department personnel two hours of time off and designate this time as "Paid Leave Other" (PLO) in the Department's timekeeping system.
 - a. The employee will select the detail code "Wellness" when completing the time sheet
 - b. Annual mental wellness check-ups are each calendar year, during their birth month.
2. Sworn personnel shall schedule the mental wellness check-up by contacting BSS.
 - a. Sworn personnel are required to attend the appointment and sign in on the BSS log sheet.
3. Sanctions for the Mental Wellness Program requirements will be waived until January 1, 2023.

1-36-9 Department Personnel Wellness Program Committee

- A. The Department Personnel Wellness Program Committee consists of several members.
 1. The following personnel will be permanent members of the Committee:
 - a. Executive Staff: Executive Director, Office of Police Reform;



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- b. The BSS Director or their designee;
 - c. The Department's Physical Wellness Coordinator;
 - d. The Peer Support Program Coordinator (PSPC);
 - e. The Chaplain Unit Coordinator;
 - f. The Performance Evaluation and Management System (PEMS) Section Lieutenant or their designee; and
 - g. An Albuquerque Police Officers' Association (APOA) representative.
 2. On an annual basis, the Deputy Chief from each of the Department's bureaus will appoint a representative to serve as an advisor to the Committee, as follows:
 - a. Investigative Bureau representative;
 - b. Special Operations Bureau representative;
 - c. Field Services Bureau representative; and
 - d. Management Services and Support Bureau representative.
 3. A City of Albuquerque Better Health representative may attend as an advisor to the Committee.
- B. The Department Personnel Wellness Program Committee will meet semi-annually in February and August to:
1. Review current policies and recommend changes;
 2. Ensure current procedures meet the needs of the Department;
 3. Approve incentive awards for participating Department personnel; and
 4. Review and approve the semi-annual report for submission to the Chief of Police.
- C. Department Personnel Wellness Program Unit personnel will provide statistical analysis and data reports to the Department Personnel Wellness Program Committee.