



Training Bulletin

Los Angeles Port Police

Thomas E. Gazsi, Chief of Police

Officer/Employee Wellness

PURPOSE:

The purpose of this Training Bulletin is to provide additional resources to officers and employees dealing with personal matters including family problems.

RESOURCES:

Incidents of domestic dispute cases often place officers and staff in emotionally charged and sometimes highly volatile environments.

Domestic Violence can happen to anyone regardless of gender, race, ethnicity, sexual orientation or income. At times, a law enforcement personnel member may find themselves in a similar situation and unsure how to proceed. Port Police has secured services with the Los Angeles Police Department's (LAPD) Behavioral Science Services for assistance.

Should any Port Police employee be dealing with serious personal problems, they should their immediate supervisor or a Port Police Peer Support Advisor for assistance (see LAPP Peer Support Program trifold). If your incident may require a more advance engagement the Port Police Peer Support Advisor will connect you with the Behavioral Science Services with LAPD for clinical services (see Special Order 20-02 for additional details).

Our Peer Support Team can also provide employees with additional resources available for First Responder's and families outside of the City of Los Angeles, which may be covered through your medical insurance, worker's comp (if eligible), or at your expense.

All employees are able to use the Harbor Department Employee Assistance Program (EAP) available with LifeMatters by Empathia by telephone at (800)367-7474 or at www.mylifematters.com . (see attached resources/flyers/documents).

For additional information, please watch, [Did You Know? - "Domestic Violence" \(ca.gov\)](http://www.ca.gov).

RWA:NB:DRC:arl

How do I get in touch with a Peer Support Person?

You may contact the peer support coordinator or the peer support advisors directly.

Peer Support Coordinator

Jose Alvarez (714) 395-8750

Peer Support Advisors

Miguel Calhoun (714) 249-8228

Byron Culbertson (714) 951-0648

Kristine Kronheim (310) 872-7639

Miguel Pasos (714) 606-7687

Other Resources Available:

Contact your peer support personnel for referral to Los Angeles Police Department's Behavioral Services Section.

LifeMatters®



Harbor Department
Employee Assistance Program
1 (800) 367- 7474
www.mylifematters.com



THE PEER SUPPORT PROGRAM



LOS ANGELES PORT POLICE

EMPLOYEE SUPPORT

Thomas E. Gazsi
Chief of Police
(310) 732 - 3500

Peer Support Program

What is Peer Support?

Peer support provides a way for employees to discuss their personal and professional problems, confidentially, with co-workers who understand and want to help.

Who are Peer Support Personnel?

They are your partners and co-workers who have a desire to help others and have been trained to be peer supporters. They are sworn and professional staff who work at regular assignments throughout the Department.



What does the Peer Support Program Offer?



The Department recognizes that its most valuable resource is its employees and providing them with information and access to the various resources when needed can be very helpful.

The Peer Support Program offers a direct link to assistance that will address specific needs. Trained Peer Support Advisors are familiar with resources not commonly known to all employees. It is instilled in them to promote the need for anonymity and preserve confidentiality.

What about confidentiality?



Communications between a peer support person and a Department member are confidential, except for those matters which involve a threat to life or a violation of the law.

It is the Department's position that communication between a Peer Support Advisor and employees be confidential and held to the highest standards of privilege possible. This is to facilitate the success of the program.



To	From
BOARD OF HARBOR COMMISSIONERS	
EXECUTIVE DIRECTOR	
DED & CHIEF FINANCIAL OFFICER	
CHIEF OF PUBLIC SAFETY & EMERG MGT	
DED - MKTG & CUSTOMER RELATIONS	
DED - DEVELOPMENT	
DED - STAKEHOLDER ENGAGEMENT	
SR DIRECTOR, COMMUNICATIONS	
SR DIRECTOR, GOVERNMENT AFFAIRS	
ACCOUNTING	
CARGO/INDUSTRIAL REAL ESTATE	
CARGO MARKETING	
CITY ATTORNEY	
COMMISSION OFFICE	
COMMUNITY RELATIONS	
CONSTRUCTION	
CONSTRUCTION & MAINTENANCE	
CONTRACTS & PURCHASING	
DEBT & TREASURY MANAGEMENT	
EMERGENCY MANAGEMENT	

CITY OF LOS ANGELES
HARBOR DEPARTMENT

OFFICE MEMORANDUM

March 18, 2020

To	From
ENGINEERING	
ENVIRONMENTAL MANAGEMENT	
FINANCIAL MANAGEMENT	
GOODS MOVEMENT	
GRAPHICS	
HUMAN RESOURCES	
INFORMATION TECHNOLOGY	
LABOR REL & WORKFORCE DEV	
LEGISLATIVE AFFAIRS	
MANAGEMENT AUDIT	
MEDIA RELATIONS	
PLANNING & STRATEGY	
PORT PILOTS	
X PORT POLICE	xx
RISK MANAGEMENT	
TRADE DEVELOPMENT	
WATERFRONT/COMM REAL ESTATE	
WHARFINGERS	

SPECIAL ORDER 20-02

TO: All Port Police Personnel

SUBJECT: Behavioral Science Services

The most valuable resource of the Los Angeles Port Police (LAPP) is its employees. Under an agreement with the Los Angeles Police Department (LAPD), the LAPD's Behavioral Science Services (BSS) Unit will provide professional clinical debriefing and psychological services to LAPP employees and their families. These services are intended to address potential behavioral health concerns and prevent negative psychological health effects that may result from difficult responses or critical incidents such as a line of duty death or critical injury, an officer-involved shooting, or a categorical use of force. They are also available for personal and family related issues including substance abuse. LAPD's BSS Unit staff have extensive experience in providing behavioral science services to law enforcement agency employees.

Referrals

Port Police employees that wish to receive BSS Unit clinical services can either contact a Port Police Peer Support Advisor or contact the BSS Unit directly. Supervisors, Commanding Officers, or employees that have concerns about a fellow Port Police employee and would like to inquire about BSS clinical services for that person, should contact a Peer Support Advisor.

BSS Unit Contact Information and Hours of Operation

BSS Unit clinical services will be provided at the BSS Unit headquarters, located in Los Angeles at 221 N. Figueroa Street, Suite 650. Additional locations for response will be determined by the nature of the request. Regular office hours are from 0730 hours to 1700 hours, Monday through Friday. The BSS Unit is closed for City holidays. BSS Unit clinical services are available during non-working hours when needed. The BSS Unit phone number is (213) 486-0790. Contact LAPD's DOC Communications Division at (213) 485-7088 for referral to the on call psychologist during non- working hours.

Confidentiality

Communication with Peer Support Advisors is considered confidential except for instances where law requires divulgence. These instances include danger to self, danger to others, suspected child abuse, narcotic offenses, domestic violence, and suspected elder abuse.

BSS employs licensed psychologists who may maintain a higher level of confidentiality. However, BSS psychologists are also obligated to report suspected child and elder abuse. They may also report when you are a danger to yourself or others. Prior to any discussion with a Peer Support Advisor or a BSS Unit staff member, employees should be certain that they fully understand the terms of confidentiality.

Program Administration

This program will be overseen by the Peer Support Program Coordinator. Administrative support for the program will be provided by the Administrative Services Group.



THOMAS E. GAZSI
Chief of Police

TEG:GPC:MEO:arl



Maintaining Your Emotional Wellbeing

Maintaining your emotional wellbeing is a balancing act. Stress in any one area of your life — such as finances, work, family, relationships, or general uncertainty — may impact your ability to be present in other areas. If you are struggling, try these tips:

- ▶ **Define your purpose.** Consider what motivates you to engage in daily activities and tackle challenges. It may be helpful to boil this down to a simple phrase that you can repeat to yourself when you are feeling frustrated or uncertain.
- ▶ **Embrace change.** If you are unhappy with certain aspects of your life, it might be time to shake things up. If now is not the right time to make a major

change, consider what small adjustments might improve your personal satisfaction and overall wellbeing.

- ▶ **Focus on self-care.** Make time for activities that help you stay healthy and balanced, such as spending time with family and friends, exercising, or engaging in hobbies. Self-care is essential to maintaining your wellbeing, so be sure to schedule at least a small amount of time for it each day.
- ▶ **Set limits.** Knowing when to set boundaries with others is a learned skill. If helping someone else is putting strain on your emotional health or financial resources, or taking time away from self-care, you may need to establish some limits. You can care about someone and still say “no.”

- ▶ **Let go.** You will never be perfect, so cut yourself some slack. Prioritize important tasks and focus on what you can control.

If you would like to increase your emotional wellbeing, LifeMatters can help. Call 24/7/365.



Inside:

- ▶ Creating Life Balance
- ▶ Money Smart Actions
- ▶ Dating on a Budget

Creating Life Balance

Being pulled in too many directions may have your feeling out of balance. Here are some ways to find a middle ground:

- ▶ **Acknowledge imbalance.** Finding balance starts with admitting that something in your life is out of whack. Recognizing that you need to make a change is a first and necessary step.
- ▶ **Ask questions.** Evaluating what you want and need in your life is key to finding balance. Questions to consider include:
 - What makes me feel happy or contented?
 - What makes me feel sad, frustrated, or angry?
 - What actions or activities help me feel like my life is on the right track?
 - What does success mean to me?
- ▶ **Keep a time log.** Track how you spend your time for a week or two. Then, consider how much



time you spend on what you want or need to do versus how much is lost to procrastination or other distractions. Look for problematic patterns or excess time spent on low-priority activities.

- ▶ **Streamline.** Cramming more tasks into a day is a recipe for exhaustion. Instead, look at ways to pare back your to-do list. Fewer obligations will help you stay focused and present.
- ▶ **Practice energy management.** Energy management helps you determine when you are most effective so you can use that time to your advantage. It also builds time to rest and re-group into your daily schedule.

- ▶ **Build resilience.** Make time for activities that rebuild your energy reserves. Having a well of resilience to draw from may help you maintain balance during busy or stressful times.
- ▶ **Cultivate relationships.** Having a circle of trusted family and friends makes it easier to weather difficult times. Find people who treat you with respect, support your goals, and make you laugh.
- ▶ **Encourage life balance in those around you.** Extend kindness and compassion to your friends, family, and colleagues. Respect their need to find balance in their own lives.

LifeMatters offers practical resources that may help you maintain life balance. Call 24/7/365.

Dollars & Sense: Money Smart Actions



Do you feel overwhelmed by financial decisions? Getting back to basics can help you maximize the power of your income. Try these tips:

- ▶ **Start an emergency savings account.** Car repairs, medical emergencies, and last-minute necessities are all budget busters. Having an emergency savings account that is separate from your primary savings may help you weather unexpected events.
- ▶ **Save for retirement.** Take advantage of employer-sponsored savings plans, especially if you are offered an employer match. (If this isn't available, consider opening an IRA.) Remember, the money you put away is pre-tax, which means it could decrease your annual tax bill. It's like paying yourself!
- ▶ **Track interest rates.** Rates on credit card and other unsecured debt may increase when interest rates rise. This makes the debt
- ▶ **Create a budget.** A good way to break down your budget is to divide your income so that:
 - 50% goes to essentials
 - 20% goes to debt repayment and savings
 - 30% goes to non-essential items, entertainment, and an emergency fund

If your budget is too far out of balance, it may be time to reconsider your spending habits.



you carry more expensive. If you are unable to pay off unsecured debt right away, look for a low-rate balance transfer card or consider taking out a personal loan.

- ▶ **Set financial goals.** Creating short, medium, and long-term financial goals will help you achieve your dreams. Setting goals also helps with establishing good savings habits, both now and in the future.
- ▶ **Appreciate what you have.** It can be easy to get caught up in the trap of wanting "more" or "better." Instead, focus on enjoying what you have. Find creative ways to make the most of the resources available to you. If you are feeling bored or restless, look for free or low-cost ways to expand your horizons.

The LifeMatters Financial Consultation Service can provide more suggestions on how to increase your money smarts. Call 24/7/365.

Dating on a Budget

Dating can be fun, but it is often expensive. Whether you are just starting out in a relationship or having “date night” with your longtime partner, keep these cost-saving tips in mind:

- ▶ **Plan ahead.** While a spur-of-the-moment date is great, it may be easier to keep costs down by scheduling in advance. If you have kids, consider asking a family member or friend to provide babysitting duties for the night. In exchange, offer to babysit their kids in the future.
- ▶ **Pick an activity.** Low or no-cost options for spending time together include:
 - Taking a walk, hike, or drive
 - Stargazing



- Touring free cultural or historical sites in your area
- Visiting a park, promenade, farmers market, or outdoor shopping mall (window shopping only!)
- Attending free concerts or amateur sports events
- Taking a class together

If you are out of fresh ideas, visit your local Chamber of Commerce website. You may be surprised by all of the low-cost options in your community.

- ▶ **Minimize meal costs.** Rather than going out for a full sit-down meal, consider eating at home first and then having dessert at a restaurant. You could also have a picnic in the park or make a special dinner at home. Keep in mind that cooking together can be a fun shared activity.
- ▶ **Limit splurges.** It may be tempting to splurge on a date in order to impress a potential partner or do something special for the person you love. Keep in mind that a caring partner will want you to make smart choices about money, particularly if you plan to build a shared future together.

LifeMatters can help you find space in your budget for date night. Call 24/7/365.

Source: Balance

Call **LifeMatters®** by Empathia toll-free anytime.
1-800-367-7474

Assistance with Life, Work, Family, and Wellbeing • 24/7/365
Call collect to **262-574-2509** if outside of North America
Visit **LifeMatters®** online at **mylifematters.com**

Language assistance services in your preferred spoken and written languages are available at no cost by calling 1-800-367-7474.

