



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: OCTOBER 30, 2024	CHAPTER: 1 - Administrative	PAGE: 1 of 6	NUMBER: 1.05.08
SUBJECT: POST-TRAUMATIC INCIDENT PROTOCOL			
CHIEF: <i>Dorothy A. Todd, Chief</i>			

Substantive changes are italicized

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

POLICY: **It is the policy of the Cleveland Division of Police** 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 Employee Assistance Unit (EAU), the Division’s Stress Consultant, and outside psychiatrist shall be the final authority in determining what constitutes a traumatic incident.

DEFINITIONS:

Traumatic Incident – *an event that occurs within the course and scope of an officer’s employment from any time during an officer’s employment that can cause great distress or disruption in a member’s life, this may include but is not limited to:*

- A member involved in a use of deadly force incident, with or without death or physical harm.
- A member involved in or witness to an incident resulting in the death or serious physical harm of another person or witnessing the aftermath of such an incident.
- A member experiences an incident that exposed the member to potential serious physical harm or death.

**For traumatic events experienced outside the scope of an officer’s employment, refer to GPO [1.1.41](#), Employee Assistance and Support for information on available resources.*

PROCEDURES:

- I. Supervisor/Employee Assistance Unit (EAU) Responsibilities
 - A. Supervisors shall:
 1. *Via phone*, notify the Communications Control Section (CCS) to contact the Employee Assistance Unit (EAU) in the following situations:
 - a. Line of duty death.
 - b. Serious line of duty injury.
 - c. Suicide of a co-worker.

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- 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.

B. Ensure critical incidents are entered into the Division's tracking software, linking all officers affected by the incident.

C. EAU shall monitor the situation and determine an appropriate response.

II. Use of Deadly Force/Traumatic Incidents Protocol

A. Incidents resulting in death or serious physical harm

1. 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.
2. 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.
3. 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.
4. 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.
5. After meeting with the Stress Consultant, 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 may include:

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- a. 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.
 - b. Regular consultation with EAU peer counselors.
 - c. Participation in a physical conditioning program in the Gymnasium Unit and/or the Division scheduled individualized EAU program.
 - d. Spending additional personal time with family members.
 - e. Participation in resilience training as determined by the Stress Consultant.
 - f. Conditioning program with the Firearms Training Unit.
 - g. Support group sessions.
 - h. One on one family time with Stress Consultant, EAU and Peers.
 - i. Participate in Wellness Program Opportunities.
6. Members may be placed into transitional duty or other duty status as determined by the Chief of Police upon completing the EAU detail.
 7. After the member is cleared by the Stress Consultant to progress further in the Post-Traumatic Event Recovery Program, the EAU shall schedule an appointment for the member to consult an outside psychiatrist.
 8. Upon being notified by the outside psychiatrist that the member is cleared, 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 the discretion of the Chief of Police.
 9. The Chief of Police, in consultation with the Stress Consultant and EAU, shall consider transitional assignment recommendations based on the needs of the member, and the Division.
 10. If on transitional duty, the member shall complete the applicable requirements as recommended from EAU and the Stress Consultant below:
 - a. Have continuous weekly contact with EAU.
 - b. Continue contact with Stress Consultant.
 - c. Continue contact with EAU Peer.
 - d. Appointment with outside psychiatrist if needed.

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- e. EAU shall monitor work assignments.
- f. EAU shall maintain weekly contact with supervisor of transitional program.
- g. EAU shall continue to provide updates to the member's commanding officer.
- h. Continue with Chaplain follow-up if needed.
- i. Biweekly conditioning program with Training Section.
- j. Participate in wellness program opportunities.

B. Incidents not resulting in death or serious physical harm

- 1. 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.
- 2. Members shall consult with the EAU and Stress Consultant, within three calendar days of the incident, to determine if mandatory follow-up sessions are required by the Stress Consultant.
- 3. 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.

C. Other Traumatic Incidents

- 1. The member may be placed on paid administrative leave by the Chief of Police.
- 2. If on paid administrative leave, the member shall meet with the Division's Stress Consultant. 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.
- 3. EAU shall notify and provide updates as applicable to the member's commanding officer regarding the member's duty status.
- 4. 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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III. *Physical Injury to the Member during a Traumatic Incident*

- A. *Supervisors shall notify the Occupational Health and Safety Unit (OHSU) upon learning of a traumatic incident directly related to a physical injury to a member.*
- B. *Members who become physically injured shall consult with OHSU within three calendar days of the traumatic incident or serious off-duty injury, or such a time that is reasonable based on the circumstances, with mandatory follow-up as determined by the Medical Director.*
- C. *If the Medical Director deems it necessary, the member may be scheduled for an independent examination to determine whether the member is fit to resume the duties of a police officer.*
- D. *The Medical Director 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 duty assignment. The Chief of Police, in consultation with the Medical Director, shall be the final arbiter in the disposition of the member's status.*

IV. *Transitional Duty*

- A. 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:
 - 1. Communications Control Section
 - 2. Budget Unit
 - 3. Training Section
 - 4. Crime Scene and Records Unit (Administrative duties)
 - 5. Forensic Unit (Front office)
 - 6. Financial Crimes Unit
 - 7. Personnel Section
 - 8. Property Section
 - 9. Supply Unit
 - 10. Mounted Unit
 - 11. Record Section
 - 12. Special Victims Section

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V. Secondary Employment

- A. Members shall not engage in any security or law enforcement secondary employment while on Restricted Duty, Transitional Duty, or paid administrative leave.
- B. 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 reinstatement.

VI. Return to full duty status

- A. Members shall be cleared to return to full duty status by the Chief of Police based upon recommendations from the Stress Consultant, outside psychiatrist and EAU.
- B. Member shall be placed into the Return to Duty Program (refer to GPO [1.1.45](#) Return to Duty Program RTDP)
 - 1. Bi-weekly contact with EAU or more if needed for 6 months.
 - 2. Bi-weekly contact with Peer mentor or more if needed for 6 months.
 - 3. Follow up with Stress Consultant as needed.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.