VOLUNTEER TRAINING GUIDELINES

The Lawyers Assistance Program depends for its continued success upon the existence of this network of lawyers who give generously of their time to reach out to their colleagues. LAP's representatives fulfill a number of functions:

1. LAP representatives meet with clients on a strictly confidential basis. The rep should treat the confidentiality with the same respect as solicitor-client confidentiality.

2. While not asked to be therapists, LAP representatives provide one-to-one assistance such as 12-step referral and an attentive ear.

3. The reps will be aware of resources and options available to aid and support the suffering colleague.

4. The LAP rep will report on the client to the Executive Director of the LAP. This will include statistical information and will also include a debriefing of the rep after contact with a client.

5. All persons acting as LAP representatives may appear on behalf of LAP clients as advocates or witnesses at the rep's discretion. The rep does not represent himself/herself to be appearing in the name of the LAP. Reps are not to act as legal counsel to represent any LAP client they are supporting until another rep is found to support the client.

6. Should a LAP representative hire a LAP client they must not act in her/his capacity as an LAP rep in regard that client/employee and must ensure that the client/employee has another rep to provide ongoing support.

7. The LAP rep will not portray himself/herself as representing the LAP unless he/she has received prior authorization from the Executive Director (e.g. presentations/letters of reference).

8. They spend their own time to attend ongoing training offered by the LAP staff on topics that help them in assisting impaired lawyers.

LAP representatives receive no remuneration. They donate their time and abilities out of a belief in "lawyers helping lawyers." Through this volunteer network, they are able to contribute in a tangible way to improving the legal profession.