

THURMONT POLICE DEPARTMENT

GENERAL ORDER	Date Issued: August 1, 2022	Effective Date: August 1, 2022	Order No: Chapter 21.6
Authority: Chief of Police <i>Gregory L. Eyer</i>		Manual Page No:	
Subject: Employee Assistance Programs		Replaces Page No:	
Accreditation Standard:	Distribution: ALL	Amends:	Number of Pages: 4
Related Documents:		Rescinds: New Policy	

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

I. PURPOSE:

To provide access to confidential assistance for employees requiring professional services for their well-being. Nothing herein will be construed to prevent an employee from seeking additional assistance if the employee so chooses. The Thurmont Police Department and the Town of Thurmont recognizes that job related problems stemming from traumatic events can affect an employee's health and job performance. Employee Assistance Counseling offers help in dealing with employee problems in a constructive manner.

II. POLICY:

The Thurmont Police Department and the Town of Thurmont believes it is in the best interest of the employee, and the Town of Thurmont as an employer, to offer a service that aids employees in overcoming personal problems brought on by job related traumatic events that affect an employee's well being.

III. COST FOR PARTICIPATION:

The Town of Thurmont will cover the cost of Employee Assistance Counseling through a designated service provider. The provider, Standard Insurance Company, will provide up to three (3) sessions with a counselor at no cost to the participant. If the issue will take more

than the three (3) sessions to resolve, the counselor will offer a referral to the participant. The counselor will help locate appropriate diagnostic, treatment, and follow up services. They will also assist with the coordination of the employee's individual insurance plan. The Town of Thurmont and the Department do not assume any responsibility or liability for an employee who receives Employee Assistance Counseling, and the employee will be responsible to pay for any additional services in accordance with his/her insurance.

Any employee requesting service from the provider should contact TPD Administration or the Human Resource Representative for the Town of Thurmont to obtain current contact information.

IV. SELF-REFERRAL:

1. An employee who chooses to take advantage of this service shall contact a Human Resources representative of the Town of Thurmont to arrange for an initial consultation with the designated service provider. Counselors can provide the employee and/or family member(s) with help to understand personal concerns due to job related traumatic events.
2. All records and discussions of the problem for which an employee voluntarily seeks assistance will be regarded as highly confidential. The records, which are maintained by the counselor, will not become a part of the employee's personnel file, nor will they be reported to the Department, unless the employee specifically requests it.

V. CRITICAL INCIDENT REFERRAL:

When a supervisor determines that an employee has experienced a traumatic incident during the performance of his/her duties, the supervisor may coordinate with the Chief of Police and the Human Resources representative for the Town of Thurmont, to make a referral for the employee to receive counseling from the designated service provider.

In accordance with Public Safety Article 3-209, it is mandatory for a law enforcement officer to receive a psychological evaluation when actively involved in an incident when another person was seriously injured or killed as a result of an accident or a shooting or has returned from combat deployment.

VI. MANDATORY SUPERVISORY REFERRAL:

1. In those situations when a supervisor reasonably believes that an employee needs evaluation and/or counseling to improve poor job performance which has been effected by a job related traumatic event, the supervisor will coordinate with the

Chief of Police and the Human Resources representative for the Town of Thurmout to make a mandatory referral for the employee to receive counseling.

2. Mandatory referral may be made based on the following conditions:
 - A. a supervisor observes or is notified of an employee's declining or deteriorating job performance;
 - B. a supervisor observes or is notified of circumstances that indicate alcohol or drug abuse by the employee; or,
 - C. a supervisor observes or becomes aware of a condition or situation that, if left untreated, can reasonably be expected to have an impact on the employee's fitness for duty.

(This is separate from a "Fitness For Duty" evaluation that may be ordered by the Chief of Police)

VII. REFUSAL OF THE EMPLOYEE TO COOPERATE:

1. If an employee receives a mandatory referral and refuses to attend or complete the initial evaluation and subsequent counseling sessions, such a refusal may constitute a basis for disciplinary action.
2. Employees who are referred for mandatory appointments will be required to sign a release form that will permit the counselor to give the Department **ONLY** the following information:
 - A. Confirmation of the employee's contact with EAP; and
 - B. Confirmation of the employee's attendance for a complete face to face evaluationFailure to sign the release form may constitute a basis for disciplinary action.
3. After completion of the release form and initial evaluation, employees have the right to discontinue participation in the EAP program and treatment at any time. However, such discontinuation may result in the implementation by the Department of other recommendations based upon performance evaluations, fitness for duty examinations, etc.
4. The requirements for mandatory evaluations may be adjusted on a case-by-case basis by the Chief or his designee when the mandatory evaluation results from a recommendation by the Department physician or psychologist.

DOCUMENT DATES:

Amended Date:

Review Date:

Review Date:

Review Date:

Rescinds:

Order Written By: Lt. P.A. Droneburg

Order Edited and Approved By: Chief Gregory L. Eyer

Accreditation Standards Included in this Order

CHAPTER