

La Plata Police Department – General Orders

	Title: Employee Assistance Program (EAP)		Order #: 415	
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	<input checked="" type="radio"/> New	<input type="radio"/> Amends	<input type="radio"/> Rescinds	
Approved by: Chief Carl Schinner				CALEA 5 th Edition
CALEA Standard: 22.2.3 22.2.6				Pages: 1

- 01 POLICY:** It is the policy of the La Plata Police Department to make available to all Department employees an Employee Assistance Program (EAP). This program is designed to assist in the identification and resolution of concerns or problems, both personal and job related, which may adversely affect an employee's personal or professional well being or job performance. These concerns may include, but are not limited to health, marital status, family, financial, substance abuse, emotional/stress, occupational adjustment, and other personal matters.
- A. The EAP is administered through the Town's Assistant Town Manager, which makes program information available to all Town employees. EAP brochures are provided to each employee during initial employee orientation by the Assistant Town Manager. (CALEA 22.2.10.a)
 - B. Employees may access EAP by either calling the local number or through the Assistant Town Manager. These numbers are listed on the EAP brochures, which are located in the Human Resources Department and the Office of the Chief of Police. (CALEA 22.2.10.b)
 - C. All services are strictly confidential and are protected in accordance with public law. No one will be told of the employee's visit or what was discussed without his/her written consent. The EAP offers appropriate and timely problem assessment services for employees who either call, or are referred, to them. (CALEA 22.2.10.c)
 - D. The EAP will provide referrals to services for appropriate diagnosis, treatment and follow up. (CALEA 22.2.10.d)
 - E. An employee's participation in the EAP is completely voluntary. A supervisor may refer an employee to the EAP, however, an employee has the option to refuse referral into the program. Employees who begin counseling through the EAP can discontinue participation at any time. All referrals made by a supervisor to an employee are suggestive in nature and it is up to the employee whether he/she wishes to follow through and obtain services. (CALEA 22.2.10.e)
 - F. It is incumbent upon all supervisors to be aware of the EAP and the services it provides. All newly appointed supervisors will be provided information and training on the program services of the EAP. (CALEA 22.2.10.f)
 - 1. It is the supervisor's role and responsibility to be aware of changes in work habits and other behavioral changes that would indicate a potential problem that may be adversely affecting an employee's personal or professional life.
 - 2. Employees having knowledge of a co-worker who would benefit by the services provided by the EAP, are encouraged to notify the employee's supervisor or obtain an informational brochure from the Assistant Town Manager, so a referral can be made that will assist the employee.