

Abington Township Police Department Policy and Procedure Manual

Chapter:	Human Resources	General Order:	22.2.6
Section:	Benefits	Original Date:	050104
Title:	Employee Assistance Program	Re-Issue Date:	020818
Issued By:	Patrick Molloy, Chief of Police	Reevaluation Date:	122021
Signature:	<i>Patrick Malley</i>	Expiration Date:	Indefinite
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Distribution:	All Members	Total Pages:	3
CALEA Standard References:	22.2.6		
Pennsylvania Accreditation References:			

I. PURPOSE

The purpose of this general order is to provide members with guidelines on the Employee Assistance Program.

II. POLICY

It is the policy of the Abington Township Police Department to provide members with an Employee Assistance Program. The program is intended to assist members who are suffering from persistent problems that may tend to jeopardize the member's psychological and/or physical well being. The goal of this program is to help individuals who have developed problems by providing services for consultation, treatment and rehabilitation in order to prevent their condition from progressing to a degree that it will prevent the member from functioning effectively in the workplace.

III. PROCEDURE

A. Employee Assistance Program

1. Abington Township makes available to members an Employee Assistance Program (EAP) designed to assist in the identification and resolution of concerns or problems (personal or job related), which may adversely affect an employee's personal or professional well-being or job performance. These personal concerns may include, but are not limited to:

- a. Health,

- b. Domestic issues,
- c. Finances,
- d. Substance abuse,
- e. Emotional well-being,
- f. Other personal matters.

- 2. Supervisors may utilize the program by completing the necessary Employee Assistance forms obtained through the Abington Township Human Resources Office.
- 3. Members may utilize the program by contacting the Employee Assistance Program through the toll free number.

B. Confidential, Appropriate and Timely Problem Assessment Services

- 1. Measures are taken to ensure confidentiality of records for members admitted to the program, according to established directives, personnel guidelines and state and federal regulations.
- 2. Confidential records are maintained by the member=s Platoon/Division Commander with a copy placed in the member=s personnel file.
- 3. Supervisor=s will ensure that timely and appropriate Employee Assistance Program services are made available to members. The referral will occur as soon as a problem is identified and/or brought to the attention of the supervisor.

C. Referrals to Services

- 1. Referral to services are offered through the Abington Township Human Resources Office for appropriate diagnosis, treatment, and follow-up care.
- 2. Referrals may be voluntary with the member seeking assistance or Department mandated.

D. Guidelines for Referral and/or mandatory Participation

- 1. Supervisor=s observing changes in job performance, behavioral, emotional or attitudinal changes may refer a member to the Employee Assistance Program.
 - a. A Supervisor may recommend and/or a Division Commander may order a physical and/or psychological exam/evaluation for any

member who experiences a traumatic event that may have a negative impact on their performance.

b. Supervisors utilizing the program will complete the necessary Employee Assistance forms obtained through the Abington Township Human Resources Office.

2. A member's referral may also be voluntary, in which the member elects to participate in the program.

a. A member entering into a voluntary referral has the option to discontinue participation at any time.

E. Supervisory Personnel Training

1. All supervisory personnel will receive training on the following program services:

a. Supervisor's role and responsibility.

b. Identification of employee behaviors which would indicate the existence of member concerns.

c. Problems and/or issues that could impact employee job performance.