

St. Joseph, Missouri Police Department



DIRECTIVE TYPE: SPECIAL ORDER		INDEX NUMBER: SO 0403
SUBJECT EMPLOYEE ASSISTANCE PROGRAM (EAP)		
ISSUE DATE: 7/16/04	REVISED: 12/04/07, 05/11/10	REVIEW DATE ANNUAL
REVISIONS CONTINUED:		DISTRIBUTION: A (ALL)

I. POLICY:

The St. Joseph Police Department will utilize the city's Employee Assistance Program (EAP) to provide employees and their dependents a confidential and private means of assistance for problems that may affect job performance. The EAP provides a means to access professional screenings, assessments, referral or counseling on a variety of topics, including alcohol and drug abuse, emotional, marital, family financial or other issues.

II. PROCEDURE:

- A. **COSTS:** The EAP is available to all regular full-time and regular part-time employees and/or their dependents. There is no charge to eligible employees or their dependants for the initial assessment and two follow-up sessions. The costs for additional services that are not covered by health insurance will be the responsibility of the employee; however EAP representatives may assist in obtaining services with cost considerations in mind.
- B. **CONTACTS:** Eligible employees may contact the Human Resource Department to arrange an appointment, or they may contact the private administrator directly. Information reference the provider may be obtained through the Human Resource Department or the office of the Chief of Police. In a private, confidential interview, the counselor will help the employee assess their problem and explore possible solutions.
- C. **CONFIDENTIALITY:** Use of the EAP is confidential. A monthly report is submitted to the City indicating the volume of use, however it does not include names or identifiable information. An employee may waive confidentiality, but the EAP representative will talk only to those persons or agencies designated by the employee.
- D. **REFERRAL:** Supervisors may also refer employees to the EAP. Referral may be mandatory if the action is part of a disciplinary or performance-related issue. Members receiving a mandatory referral may elect to seek assistance outside of the EAP; however

costs incurred in those circumstances are the responsibility of the employee. The employee may still be required to provide documentation of services provided and outcomes when opting for outside assistance.

- E. Supervisory personnel will receive training in program services and/or related topics.

Christopher Connally Chief of Police

Date