

**East Lansing Police Department
Policy & Procedure**

Subject: Employee Assistance Program	ELPD Policy #: 200-1
Effective Date: March 1, 2022 Revised Date:	Distribution: Departmental
MACP Accreditation Standard : EAP 2.1.1	MACP Standard: 2.1.1

I. PURPOSE

The purpose of this policy is to establish and provide employees with the East Lansing Police Department an Employee Assistance Program. The City of east Lansing does contract with Encompass / Backing the Badge.

Encompass EAP LLC
Phone: 616-459-9180
4829 Beltline Dr.
Grand Rapids, MI 49525
<https://allonehealth.com/encompasseap/>

Company Code: EST Lansing

II. POLICY

It is the goal of the East Lansing Police Department to provide resources to employees for their health and success. The Employee Assistance Program will provide confidential service to all employees. This service will be provided upon request or recommendation. The EAP provides professionally trained assistance in mental health areas. This may include counseling, crisis intervention, and community resources. These situations may include, but are not limited to:

Stress, depression, anxiety
Relationship Issues
Substance Abuse
Addiction Issues
Work Related Problems, Job Stress
Critical Incident
Trauma, Grief and Loss
Financial and Legal Concerns

III. PROCEDURE

A. Requesting Services

1. Employees may reach out directly to Encompass 24 hours a day, 7 days a week. Employees simply need to call the direct line at 616-

459-9180. The employee may need to leave a message afterhours but will be contacted via the on-call personnel.

2. Services are available to the employee or a family member who resides with the employee.

B. Services

Employees are eligible for 8 sessions per item of concern through the EAP.

1. Telephone Consultations
2. Video Conference Consultations
3. Face to Face Consultations
4. Online – Educational Materials

C. Recommendation Procedure

1. Any employee or supervisor may recommend a member to the EAP. The members participation in the EAP is optional upon this recommendation.
2. When a supervisor makes a recommendation to an employee, they may advise Police Administration if applicable.

D. Mandatory Referrals

1. Events or behaviors may occur which could force an employee to attend mandator EAP sessions. Only the Chief or Police or his/her designee can mandate an employee to attend EAP services.

2. These events may include but are not limited to:

Reporting for duty while psychologically unfit and unable to perform his/her duties.

Reporting for duty under the influence of alcohol or other substance.

Employees experiencing personal or work-related problems which have now affected work performance.

Employee may harm themselves or others.

E. Confidentiality

1. EAP employees adhere to laws and regulations regarding confidentiality.
2. Information about the employee will not be disclosed to anyone (Employer, family, friends) without a signed release of Information consent form, apart from indicators of imminent threat of harm to self or to others.
3. Encompass will notify the City Human Resource Department of an employee's participation in the EAP. This notification will not include any information that can lead to the identification of the employee. This notification is service tracking / billing only.

IV. CANCELLATIONS

Authorized By:


Kim Johnson, Chief of Police

