

Peoria Police Department Policy and Procedure Manual

Policy 5.12 Employee Assistance Program



**“Our Community...
Our Commitment”**

I. POLICY

It is the policy of the Peoria Police Department, in conjunction with the Human Resources Department (HRD), to provide employees and their families with access to confidential behavioral health services. Employees and their families are encouraged to take advantage of this employer-paid benefit to deal with personal and/or professional problems that may be impacting their daily lives.

II. PROCEDURE

A. Available Employee Assistance Programs: The City of Peoria offers behavioral health services to employees and their families through the use of contracted provider agencies. (22.2.10.a) (35.1.15.f):

1. The contracted agencies provide employees and their families with a full range of counseling and referral services. The contracted agencies provide the strictest confidentiality possible, as set forth in state and federal statutes. The City of Peoria will not have any knowledge about the discussions that take place between employees and contracted behavioral health providers. Release of information will only be given upon written authorization of the employee. (22.2.10.c)

a. The contracted agencies provide employees and their families with counseling in the areas of family and marital concerns, stress and job related issues, child and domestic abuse, and chemical dependency assessment.

b. Employees and their families may access the contracted behavioral health providers by following instructions posted on the employee intranet. (22.2.10.b, 22.2.10.d., 22.2.10.e)

2. For additional, more in-depth services, employees may contact the city's current health insurance provider. Additional services are available through the health insurance provider, and the employee shall determine with the provider what, if any, co-payments and services are applicable.

a. The City of Peoria will not have any knowledge about the discussions that take place between employees and providers accessed via the city's health insurance network. Release of information will only be given upon written authorization of the employee. (22.2.10.c)

b. Generally, these additional agencies provide employees and their families with a wide range of services to include mental health, chemical dependency, chronic medical problems, lifestyle assistance, attention deficit disorders, marital and family problems, depression and anxiety, parenting skills, psychotherapy and smoking cessation.

B. Mandatory Referrals (22.2.10.e): The City of Peoria has the right as a condition of employment, by

management referral, to refer an employee to a contract behavioral health provider for evaluation and possible referral to additional services due to job performance problems, suspected substance abuse, anger management or other job related performance problems.

1. The City of Peoria will not have any knowledge about the content of discussions that take place between employees and contracted behavioral health providers. (22.2.10.c)

2. Release of information to the City of Peoria regarding attendance at scheduled sessions and completion of recommended therapy by a contract behavioral health provider or the referral agency is required.

C. Training (22.2.10.f): Training will be provided to all new and prospective Peoria Police Department supervisors during the City of Peoria’s Supervisor’s Academy to ensure that they are familiar with the programs services and how to identify employee behaviors that could indicate the need for such services.

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