

GENERAL ORDER 22.3.2

Employee Wellness

GENERAL ORDER CROSS-REFERENCE: 22.3.1

SUMMARY

Establishes guidelines on the employee wellness program and explain the services provided by the Department.

DISCUSSION

The Springfield Police Department is highly concerned about both the physical and psychological well-being of its employees. As a result of this concern, the Department adopted three programs to aid employees with problems they may experience. The employee assistance programs include confidential counseling at no cost, the physical fitness program (described in Policy 22.3.1), and the safety committee.

All three programs are designed to aid employees in reducing the chance of injury or lost work time. This is especially important in police work where employees are faced with hazardous work and high stress situations.

POLICY

I

Employee assistance is provided through a City program called Direction for Employee Assistance. Direction is an organization providing confidential, professional counseling for any employee or family member experiencing personal problems. The program is provided through the City of Springfield human resources department. Six free counseling sessions are allowed per incident, per year.

Employees are encouraged to contact Direction for Employee Assistance directly. By agreement with Direction, all counseling sessions are confidential. Exceptions to such confidentiality may be made at the discretion of the counselor if the counselor feels a threat to the employee or community may exist. In such case, the information will be given to the Chief of Police only.

Although the counseling is voluntary, a supervisor may urge an employee to participate if the supervisor feels an employee's problem may be affecting his work. The Chief of Police, as part of the disciplinary process, may order an employee to participate in the Direction program.

II

The safety committee is comprised of Department members appointed by the Chief of Police and shall convene meetings on a monthly basis. They are responsible for investigating safety hazards in work practices, policies, equipment, vehicles, or the Department building along with researching new equipment and reporting their findings and recommendations to the Chief of Police.

Richard L. Lewis
Chief of Police