

## Medina Police Department

Subject: <b>Employee Wellness Program</b>		Policy Number: <b>4340</b>	
Reference:		Pages: <b>2</b>	
Personnel: <b>Sworn</b>			
Issue Date: 12/15/2020	Revised Date:	Review Date: As Needed	

### **4340.1 – PURPOSE**

The Medina Police Department is committed to enhancing resiliency of staff by educating, influencing, and assisting staff to invest in themselves to ensure stability and longevity in their personal and professional lives. It is the policy of the Medina Police Department to promote mental health by providing staff with cost-free partnerships with mental health professionals that specialize in working with first responders.

### **4340.2 – POLICY**

This confidential in-house program allows staff access to qualified mental health professionals, specifically contracted by the Medina Police Department, to provide individualized assistance under the following guidelines:

- The program is mandatory for full-time officers. Spouses, family members and significant others are excluded, but may qualify for the City Employee Assistance Program (EAP).
- All licensed officers will complete one (1) check-in session annually, typically 60-75 minutes, with the approved mental health professional.
- Licensed officers may complete their annual check-in session one of the following ways:
  - 1) Meeting with the contracted mental health professional.
  - 2) Meeting with one of the vetted, first responder friendly, mental health professionals.

Officers may choose their own licensed mental health professional for their annual check-in session. If an Officer decides to use a licensed alternative healthcare professional for their annual check-in, the staff member will complete a Release of Information form to allow their provider to confirm with the contracted mental health professional that the annual check-in has been completed. The contracted mental health provider will then report to the Chief the attendance of the Officer with an alternative mental health professional.

The cost of the yearly mandatory session will be paid for by the Medina Police Department as long as it is with one of the approved mental health professionals or their own alternative licensed healthcare professional.

If needed or beneficial, Officers may request the approved mental health professional who may suggest additional check-in sessions. These suggested additional sessions are not mandatory, and an Officer may elect not to attend any additional sessions.

If additional sessions are requested, the Medina Police Department will pay for up to five (5) additional sessions with the approved mental health provider for each Officer.

After the five (5) additional sessions, the Officer is responsible for payment and scheduling of any additional sessions with the mental health professional.

Officers will be paid two hours of overtime for the mandatory annual check-in session if held outside of work hours, which includes the session and drive time.

Officers will be paid two hours of regular pay (straight time) for each additional session outside of work hours, up to a total of five (5) additional sessions, as long as the additional sessions are with an approved mental health professional and the same documentation of attendance used for the required annual check-in is forwarded to the department.

Annual check-in sessions with the approved mental health professional are confidential and private, and will be billed anonymously, per contract. Billing needs to indicate who attended and the date.

The approved mental health professional shall conduct fit-for-duty evaluations.

Though this program's intent is not to give a diagnosis of Officers, the approved mental health professional may assist or treat Officers if a diagnosis is determined.

Approved mental health professionals shall be prohibited from sharing any annual check-in information about Officers, other than annual Officer compliance confirmation. Each individual will be protected under HIPPA through informed consent.

The approved mental health professional and the Chief will work together to ensure all staff complete annual check-ins.