

PEAP - Police Employee Assistance Program

Supervisor Cheat Sheet

PEAP is a **voluntary** program for employees and their families. Assistance can be provided in a variety of ways. It can be a Peer Counselor response to an OIS/Critical Incident, or simply a call to provide resources for the mental and physical health of an employee or their family.

Employee participation with PEAP is **CONFIDENTIAL** with the exception if the person is an immediate threat to self or others and admission of a crime.

No record of notifications to PEAP will be placed in the employees personnel file and promotion or transfer opportunities will **NOT** be affected if the program is used to include the use of substance abuse program or suicidal issues.

Why you should notify PEAP: <ul style="list-style-type: none">✓ OIS/Critical Incident✓ Your employee has the following:<ul style="list-style-type: none">Marital ConflictAlcohol/Drug AbusePost Shooting TraumaFamily/Child ConcernsGrief/LossWorkplace IssuesStress and Anxiety✓ Any concern you have for an employee or their family members' well being✓ Arrest of employee	What you can do as a supervisor after notifying PEAP: <ul style="list-style-type: none">✓ Check in with your employee via text, phone, email or in person✓ Update PEAP Director or Manager of any concerns or new information✓ After hours, call dispatch if need PEAP immediately for on-call Director or Manager✓ Continue to hold your employee accountable✓ Treat all employees equally✓ Call PEAP Director or Manager for advice✓ Complete a SER in Blue Team
How should you notify PEAP: <ul style="list-style-type: none">✓ Critical Incidents – Dispatch for call out✓ Crisis Intervention – Dispatch for call out✓ Employee arrested – Dispatch for call out✓ Non-life-threatening injuries to employees or family members, on and off duty - Email or call voicemail✓ Employees personal issues – non-emergency email or call voicemail✓ Death or serious bodily injury of employees or their family member – Dispatch for call out✓ After hours, call dispatch if need PEAP immediately for on-call Director or Manager	What PEAP does <u>not</u> do: <ul style="list-style-type: none">✓ Give PEAP time off✓ Will not give ANY information regarding your employee after notification✓ Does NOT tell the employee where the information came from✓ Make determination for Crisis Intervention✓ Facilitate transfers from the employee's current position to another for the hardships or life changing events✓ Determine Crisis Intervention of employee or advise if an employee should be Legal 2000
PEAP will: <ul style="list-style-type: none">✓ Conduct squad incident debriefs✓ Assist in navigating through resources including BHO (Behavioral Healthcare Options), counselors, and other resources available✓ Participate/Attend squad training & briefings	PEAP is here for ALL employees, 24 hours a day, 365 days of the year.

702-828-3357 or PEAP@lvmpd.com (non-emergencies and/or after hours)

Emergency/Immediate response (Dispatch for on-call Director or Manager for call out)

"The idea is to manage personal problems before they become personnel problems."

The below policy is a guide for **SUPERVISORS** in utilizing Crisis Intervention. PEAP employees will guide you but will not determine if Crisis Intervention is needed and will not complete the paperwork. This is the responsibility of the **SUPERVISORS**.

5/110.05 EMPLOYEE CRISIS INTERVENTION AND SUPPORT

DEFINITIONS

at risk member	A member whose actions, verbalizations, suspected abuse of prescribed or over-the-counter medications, misuse of alcohol, etc., may pose a danger to themselves or others.
Intervention Committee	A committee that will determine if it is in the best interest of the employee, the Department, and the public to return the employee to duty. This committee will consist of the respective division commander and Assistant Sheriff in the member's chain of command, General Counsel, and any other member deemed appropriate by the Intervention Committee.
overt acts	Any attempt that could result in injury or death to self or others or verbalization of an intent with a plan for action.

POLICY

It is the policy of this Department to identify and support an employee whose articulable behavior, on or off-duty, provides evidence that they may be a threat to themselves or others.

An employee may be considered at-risk and unsuitable for duty if their physical or emotional condition or actions might result in, or may have resulted in, danger to self or others. In circumstances where there have been overt acts to harm oneself or others, this procedure is mandatory.

If the behavior is in violation of any Department policy, rule, or regulation, this policy does not preclude the chain of command from initiating an investigation in accordance with LVMPD 5/101.26, *Maintenance of Values and Ethics*. The Employee Crisis Intervention form (LVMPD 278), supervisor's memorandum, and professional assessment reports generated during an employee intervention will be used for the administration and application of this procedure only and will be maintained in a confidential file in the Health and Safety Detail.

PROCEDURE

Immediate supervisor will:

1. Upon notification of an incident affecting an employee which represents a **potential risk of harm to self or others**, evaluate the information and conduct a preliminary investigation.
2. If it is determined that a potential risk of harm to self or others exists, **place the employee on administrative leave** in accordance with LVMPD 5/101.28, *Administrative Leave, Modified Duty Assignment, and Suspension of Police Powers [Commissioned] or from Workforce [Civilian]*, and check the box "Active duty status may be detrimental in your current assignment with the Department."
 - a. To ensure confidentiality for the employee, the words "Employee Crisis Intervention" should not appear on this form.
 - b. The respective bureau/area commander will be consulted and advised of the circumstances before relieving the employee of duty.
 - 1) If the bureau/area commander is unavailable, their designee and the watch commander will be consulted. If imminent danger exists to self or others, see LVMPD 6/005.00, *Handling Persons with Special Needs and/or Considerations*.
3. **Contact the Police Employee Assistance Program (PEAP)** for immediate response to the scene and to ensure the employee, supervisor, and bureau commander receive proper support. The only information that will be provided to PEAP is that an incident as defined by this procedure has occurred.
4. Complete LVMPD 278 and additional memo with supporting information (if appropriate) and forward through the chain of command to the bureau/area commander. PEAP will not make the decision on whether the person meets the criteria for this policy. That decision lies with the supervisor, bureau commander, and the Director of Risk Management.

Bureau/Area Commander will:

5. Review LVMPD 278 in consultation with the Director of Risk Management or designee and determine if a mandatory risk assessment is warranted before the employee is authorized to return to duty.
6. If an assessment is warranted, notify the employee that a mandatory risk assessment must be completed before the employee is authorized to return to duty.
 - a. Require the employee to sign an Authorization for Medical Information (LVMPD 279), authorizing the assessment

professional (who is selected by the employee from a Department-approved list of professionals) to contact the Director of Risk Management or designee with the assessment conclusions, intervention program, and supporting documentation. Forward the documents to the Health and Safety Detail. Refusal to sign the release form will be considered insubordination and handled accordingly (see LVMPD 4/104.04, *Obedience and Insubordination*).

- b. Advise the employee to contact the Director of Risk Management or designee within two (2) working days.**
- c. Advise the division commander of the circumstances and action taken.**
- d. Place all documents in a 1000 miler marked "Confidential" and hand-deliver to the Director of Risk Management.**

7. If an assessment is not warranted, notify the immediate supervisor of the decision, and determine what action will be taken.

Health and Safety Detail will:

- 8. Schedule an appointment with the selected assessment professional and provide information regarding the incident, including the LVMPD 278 and LVMPD 279.
- 9. Evaluate the assessment professional's reports and monitor any intervention program requirements. If follow-up is necessary, schedule appointments.
- 10. Notify the respective division commander upon receipt of the assessment professional's final report if an overt act initiated this crisis intervention.
- 15. Schedule a meeting with the Intervention Committee and notify the Director of Risk Management or designee of the date, time, and location of the meeting.
- 16. Forward a copy of the assessment professional's final report and any other pertinent paperwork to the members of the committee in a marked confidential envelope as soon as possible upon receipt of the report.

Intervention Committee will:

- 17. Review all reports and information and make a final determination as to the employee's fitness for duty. This decision will be based on a review of the assessment professional's report, which provides the professional's opinion concerning the employee's fitness for duty.
 - a. The Department reserves the right to change the leave status of the employee from administrative leave to FMLA (Family Medical Leave Act) leave (sick, vacation, or unpaid). Employees who are not entitled to FMLA may be granted permission to use sick, vacation, or unpaid leave by the Intervention Committee.
- 18. If a consensus cannot be reached, confer with the Assistant Sheriff in the employee's chain of command and/or Sheriff for a final decision.
- 19. Notify the Director of Risk Management or designee of the final decision.
- 20. Ensure all written documents provided by the Health and Safety Detail manager are disposed.

Health and Safety Detail will:

- 21. Notify the bureau/area commander and supervisor of the employee's status once the assessment is completed and/or the Intervention Committee has made a final determination as to fitness for duty.
- 22. Maintain LVMPD 278 and professional assessment reports in a confidential file to be purged after five (5) years from the date of the last incident.

Bureau/Area Commander will:

- 23. When the employee is released to work, inform the supervisor to return the employee to regular status and schedule.**
- 24. If the employee is unable to return to work, inform the supervisor to change the employee's status from administrative leave to sick leave or other as determined by the Director of Risk Management or designee.**

Supervisor will:

- 25. Maintain communication with the Director of Risk Management or designee and monitor the employee's progress and status if the employee is unable to return to work.
- 26. Communicate with the Office of Labor Relations regarding appropriate administrative action if the employee's leave is extended beyond 12 weeks, as allowed under FMLA, or if termination is recommended.

Labor Relations will:

- 27. Coordinate with the Director of Risk Management or designee and inform the respective association of actions where applicable. (11/20)■