



# POLICY & PROCEDURE

## ELKHART LAKE POLICE DEPARTMENT

SUBJECT: **MEDICAL CIRCUMSTANCES**

SCOPE: All Department Personnel  
DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

NUMBER: 2.03  
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 RESCINDS  
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WILEAG 4<sup>TH</sup> EDITION  
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INDEX AS: Employee Assistance Program  
Medical Examinations

**PURPOSE:** The purpose of this Policy & Procedure is to reduce the incidents of injury on the job and improve the health and quality of life of each member of the Department. This policy also identifies the Department's employee assistance programs and set forth a system that can be used for employees that may be in need of assistance or remedial actions to increase their career development and provide a further opportunity to meet the agencies values and mission.

This policy further ensures that no cost will be passed on to any employee required by the Department to obtain a physical, medical or psychological examination.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. PROCEDURE

### I. POLICY

- A. It is the policy of the Elkhart Lake Police Department to provide, maintain and update all employee benefits regarding Department and/or Village medical circumstances.

## II. PROCEDURES

### A. Medical Examinations (WILEAG CORE 7-2.4.5)

1. If physical, medical or psychological examinations are required by the Village and/or Department, the Village and/or Department will bear the cost rather than the employee.
2. There are no exceptions to this policy whether the examination is required by written order, mandated by memorandum, or given by oral command.
3. Any Department ordered examination should be conducted only to confirm the employee's continued fitness to perform the tasks of his/her assignment and to inform him/her of his/her general condition, not to identify employees with disabilities who are otherwise able to perform their assigned duties with or without reasonable accommodation.
4. Employees are encouraged to undergo a periodic physical examination as a benefit to both the employee and the Department. Physical examinations are used to determine an officer's fitness for duty and to develop a fitness program to correct areas of deficiency.
5. Where the apparent physical or medical condition of a sworn employee indicates a possible detriment to performance of assigned duties, the Department may require a physical examination of the employee by a Department selected physician, at Department expense, if the employee refuses private examination. The results of the required medical examination will be entered into personnel records and may constitute grounds for further personnel action.
7. Non-sworn employees are encouraged to undergo at least a bi-annual medical examination. Should apparent physical or medical problems indicate that the Department may require such examination as a requisite to continued work performance, the Chief of Police may, at his/her discretion, order such examination by a Department selected physician at Department expense. Such examination results will be entered into the employee personnel record and may constitute the basis for further personnel action.
8. Physical examinations performed by the Department's physician, which are requested by the Department, shall be paid for at no cost to Department personnel.
9. Physical examinations will be requested in the following increments:
  - a) As part of the police officer selection process, police applicants will undergo a thorough medical examination prior to being selected for employment.

This is to determine general fitness to perform the tasks of their assignment, not to identify employees with disabilities.

- b) The Chief of Police may require an employee to undergo a medical examination whenever he has reason to believe there is a medical or physiological condition present that may affect the employee's ability to successfully perform his or her job.
10. In the event an employee selects a personal physician, the fee should be paid by the employee and the results are subject to review and confirmation by an agency-selected physician.
11. The Chief of Police, at his/her discretion, may request personnel to be subject to physical examinations earlier than their scheduled appointments, if he/she believes that satisfactory levels of general health and physical fitness are not being maintained properly, or if a general health and physical fitness problem is discovered in between regularly scheduled physical examinations.
12. Vaccinations: The Village of Elkhart Lake shall ensure that all police employees, full or time, are current with their vaccinations for Hepatitis B, according to Federal and Wisconsin State Laws. Employees shall also be offered Tetanus and Tuberculosis vaccinations, at the employees expense, as well. All vaccinations will be administered at the Elkhart Lake Police Department, unless prior authorized by the Chief of Police.

## B. Employee Assistance Program

1. The following definitions are used for this program:

*Critical Incident:* is generally defined as any event with significant emotional power, strong enough to produce unusual or distressing reactions in emergency service professionals. A critical incident is so unusual that it overwhelms the normal coping abilities of emergency personnel.

Typical critical incidents include the following:

- a) Shootings
- b) Hostage Situations
- c) Severe Physical Assaults
- d) Bombings
- e) Severe Auto Accidents
- f) Natural Disasters
- g) Suicides
- h) Traumatic Injuries
- i) Multiple Fatality Incidents
- j) Any Incident Involving Death of a Child
- k) Sudden and/or Violent Death of Co-worker or Family Member

*Critical-Incident Stress:* is defined as an acute or delayed stress reaction resulting from exposure to a critical incident. These stressful reactions can include physical, emotional, cognitive, and behavioral symptoms. Critical incident stress is a normal human reaction to an abnormal event.

*Critical Incident Stress Debriefing (CISD):* is a seven-phase, formalized and structured group meeting for emergency services personnel involved in a critical incident. The CISD emphasizes education and information to lessen the impact of critical incidents and to accelerate recovery from the events before harmful stress reactions have a chance to damage the performance, careers, health, and families of the individuals involved.

*Mental Health Professional:* A licensed professional, Departmentally authorized social or mental health caseworker, counselor, psychotherapist, psychologist or psychiatrist.

*Peer Support Personnel:* The Department's Critical Incident Stress Debriefing Team which consists of trained non-professional employee volunteers of the Department, or, as authorized by the Department, a chaplain or mental health professional who provides mental health intervention services to Department personnel.

## 2. Specific Procedure(s)

An employee assistance program is intended to assist employees who are suffering from persistent problems that may tend to jeopardize the employee's psychological and/or physical well-being. The goal of this type of program is to help individuals who have developed problems by providing services for consultation, treatment and rehabilitation in order to prevent their condition from progressing to a degree that it will prevent the employee from functioning effectively in the workplace. Therefore, it is the policy of the Department to provide all personnel with access to employee assistance services to help them preempt, mitigate, or resolve personal difficulties.

The Department also recognizes that stress is an expected part of police work and normally is managed effectively by law enforcement personnel on a day-to-day basis. However, stress from critical incidents can produce reactions that may interfere with or overwhelm an employee's ability to function or cope, either during the emergency or later. Preventive stress education and direct support intervention, such as debriefings and individual counseling, are instrumental in helping personnel deal effectively with critical incidents and the related stress. It is the policy of the Department to recognize these incidents can occur and to offer assistance to employees to help them deal with the issues.

## 3. Program Description

- a) The Village of Elkhart Lake maintains a contract with an outside vendor to provide confidential and professional counseling and referrals to help employees resolve problems that are affecting their job performance or their personal lives.
- b) All employees and covered dependents (wife, husband, and children) may use the Employee Assistance Program on a self-referral, confidential basis.
- c) Employees, spouses, or children will not be covered while on active military service. Covered dependents of activated employees will remain covered.
- d) The Village has prepaid the cost of the assessment and a certain number of counseling visits. If further counseling is needed beyond the contracted amount, additional costs are the responsibility of the employee.

#### 4. Procedures for Obtaining Services

The services of the Employee Assistance Program may be invoked by:

- employee self-referral;
- referral of a supervisor;
- peer counselor through the Chief of Police; or
- by Department Policy following traumatic incidents.

Employee Assistance Programs -- The Village of Elkhart Lake independently contracts for an employee assistance program. The Village recognizes that a wide range of personal difficulties/problems in the lives of its employees may affect work performance and that most personal problems/difficulties can be successfully resolved provided they are identified and referred to an appropriate source of assistance.

The Village, therefore, believes that in the best interest of the Village and its employees, as well as their families, that an Employee Assistance Program (EAP) should be implemented to assist employees in dealing with a wide range of problems.

The Village recognizes that this range of personal problems may include mental, emotional, financial, family, marital, employment-related stress, drug abuse, alcoholism, legal, or other problems not specifically mentioned.

The Village EAP is designed to help employees and their families deal with situations/problems as noted above by linking them with resources that can provide appropriate help. The EAP is also designed to reduce job performance problems and to retain valued employees.

When an employee or family member is experiencing a problem, whether or not it affects job performance, the employee is strongly encouraged to take advantage of the EAP.

Michael Meeusen  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial XX/XX/2015