



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**


Police Chief: John Fitzgerald

GENERAL ORDER: 4-27 EMPLOYEE ASSISTANCE PROGRAM

DATE: 5/7/2020 Pages: 1 ◇ New ◆ Amended
DISTRIBUTION: All Personnel

I. POLICY

Chevy Chase Village, through Montgomery County's benefits programs as a participating agency, provides all employees, their spouses, and dependents, access to a confidential employee assistance program (EAP) at no cost. EAP services are contracted through ComPsych Guidance Resources, and the program is designed to assist in the identification and resolution of personal or job-related problems which may adversely affect an employee's personal or professional well-being or job performance.

II. PROGRAM SERVICES

- A. Personal issues, planning for life events or simply managing daily life can impact your life, family, and work. ComPsych Guidance Resources provides free, confidential, support and resources to help employees and their families manage life's changes and challenges.
- B. Through ComPsych, employees and their family members have access to:
 - 1. 24/7 support via phone: [REDACTED] online at [REDACTED]
 - 2. Confidential counseling (6 free sessions);
 - 3. Financial planning, legal support, online will preparation;
 - 4. Special services such as advice and referrals related to child care, home buying, pet care, etc.
- C. When you contact ComPsych over the phone, a counselor will conduct an assessment with you over the telephone to determine what services will best assist you.
- D. Seeking help is confidential. No information is shared with anyone else unless you give the counselor or provider express permission to do so. Chevy Chase Village supports the policy of confidentiality.

III. REFERRALS TO EAP

- A. Self-referral. Employees are encouraged to reach

out and use the EAP whenever they feel that they might benefit from support or advice. Life can be very stressful, and getting emotional help can make a big difference in an individual's overall health, and any contact with EAP is strictly confidential.

B. Referral by supervisors. Supervisors are encouraged to refer employees to the EAP whenever they feel that the employee may benefit from counseling or other support services offered by ComPsych.

- 1. Most supervisory referrals are recommendations only, and in such cases, employees are not required to make contact with ComPsych.
- 2. In some circumstances, an employee may be directed/mandated to participate in the EAP; any order directing an employee to participate in the EAP must come directly from the Chief of Police or the Village Manager.

This directive voids the previous version dated 8/19/2009.