



**CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT**

*A.S.*

**GENERAL ORDER: 4-27 EMPLOYEE ASSISTANCE PROGRAM**

DATE: 4/20/2011    Pages: 1    ◇ New ◇ Amended ◆ Revised 4-27

CALEA: 22.2.6-a-b-c-d-e-f

*Acting Police Chief: Adventino Dasilva*

**I. POLICY**

Chevy Chase Village provides all employees, their spouses, and dependents, access to the Employee Assistance Program at no cost. The program is designed to assist in the identification and resolution of problems (personal or job related), which may adversely affect an employee's personal or professional well-being or job performance.

**II. PROGRAM SERVICES (CALEA 22.2.6-a)**

1. Program services are made available to employees through Potomac Basin Group Associates.
  - Counseling Services
    - ⇒ 24-hour toll-free Hotline: 1-800-492-4357 (CALEA 22.2.6-b)
    - ⇒ Free evaluation: EAP counselors offer telephonic support and also are available to make referrals for up to three face-to-face assessment sessions from a network of mental health providers
    - ⇒ Face-to-face assessment sessions are available for, but not limited to: marital and family relationships; stress management; alcohol and drug issues, work-related concerns, depression and anxiety, and bereavement.
    - ⇒ Provider will assist in locating appropriate resources in the area or in connection with your health insurance benefit. (CALEA 22.2.6-d)
2. Online services are also available in the areas of resources to support family and care giving, health and wellness, emotional well-being, and daily living issues. Features include:
  - ⇒ Interactive self-assessment tools
  - ⇒ Self-search locators for child care, elder care, education, adoption, and sum-

mer camps

- ⇒ Resource links to prescreened and "best of the Internet" websites
  - ⇒ More than 1,500 tip sheets, articles, and resource guides.
3. When you contact EAP, a counselor will take an assessment with you over the telephone to determine what services will best assist you. Seeking help is confidential. No information is shared with anyone else unless you give the counselor or provider written permission to do so. Chevy Chase Village supports the policy of confidentiality.(CALEA 22.2.6-c)
  4. Managers/supervisors are encouraged to refer and in some cases make participation in the EAP mandatory is such participation would be in the best interest of the employee and/or the agency. (CALEA 22.2.6-e)
  5. Supervisory personnel are aware of these procedures as a result of the agency's early warning system and in connection with the agency's health insurance benefit. Employees and supervisors are aware of the EAP. (CALEA 22.2.6-f)