POLICY & PROCEDURE

HOLMEN POLICE DEPARTMENT

SUBJECT:	**MEDICAL CIRCUMSTANCES (EMPLOYEE)**	NUMBER:	6.3
		ISSUED:	04/05/2016
SCOPE:	All Department Personnel	REVIEWED:	04/05/2016
DISTRIBUTION:	Policy & Procedure Manual	☐ RESCINDS	
		☐ AMENDS	
REFERENCE:		WILEAG 4TH EDITION STANDARDS: 2.4.5	

INDEX AS: Medical Examinations
Initial Hiring Exam
Initial Psychological
Fit For Duty
Employee Assistance
Critical incident / Stress Management

PURPOSE: The purpose of this Policy & Procedure is to assure that officers of the Holmen Police Department are mentally and physically prepared to perform their duties as a law enforcement officer.

This Policy & Procedure consists of the following numbered sections:

I. POLICY
II. MEDICAL EXAMINATIONS
III. FITNESS FOR DUTY
IV. EMPLOYEE ASSISTANCE

I. POLICY

It is the policy of the Holmen Police Department to provide for the health and welfare of its employees. All medical examinations required by the Department and/or Village of Holmen will be provided at no cost to the employee.

II. MEDICAL EXAMINATIONS

A. Initial hiring physical exam
   1. As a condition of employment all applicants for sworn officer positions will be required to complete a medical employment screening at the Department approved medical facility as required by the WI Law Enforcement Standards Board.

B. Initial hiring psychological exam
   1. As a condition of employment all applicants for sworn officer positions will be required to complete a pre-employment psychological exam by a Department approved provider as required by the WI Law Enforcement Standards Board. Applicants who have completed such an exam by a current or former law enforcement agency may be exempt from this requirement if approved by the police chief.

C. Vaccinations: The Village of Holmen shall ensure that all police department employees, full or part-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 Department's expense. All vaccinations will be administered at the Department approved provider.

III. FITNESS FOR DUTY

A. Any Department ordered examination should be conducted only to confirm the employee's continued fitness to perform the tasks of his/her assignment, not to identify employees with disabilities who are otherwise able to perform their assigned duties with or without reasonable accommodation.

B. Where the apparent physical or medical condition of a sworn employee indicates a possible detriment to performance of assigned duties, the police chief may require an examination of the employee by a Department selected medical provider. The results of the required medical examination will be entered into medical portion of the employee's personnel records and may constitute grounds for further personnel action.

C. Light Duty
   1. Light duty is temporary limited work of an occasional nature
   2. Department personnel determined not to be able to perform their regular duties may be assigned to temporary light duty status.
   3. Employees should not expect light duty assignments to be available at all times. Employees who are not assigned to light duty **may** be entitled to leave under the Family and Medical Leave Act.
   4. Long term illness and/or disability conditions will be addressed by the Police Chief / Lieutenant, and Village administrator. Please refer Village of Holmen Personnel Manual section 320

IV. EMPLOYEE ASSISTANCE

A. Critical Incidents

1. Critical Incidents are 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.
2. 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
3. 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.

B. Procedure

1. The Department 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.
2. If an employee encounters a critical incident, defined above, the Department will initiate a critical incident stress response through its designated provider.

C. The Mississippi River Valley Critical Incident Stress Management (CISM) team is available 24 hours a day to provide assistance to any emergency service agency. The CISM team consists of mental health professionals, peer support personnel, and referral connections (i.e. Employee Assistance Program, etc.). Team members are trained and cover a wide array of emergency services. The functions are confidential and Gundersen Lutheran Medical Center (GLMC) backs the group. The team can provide:

1. Stress management training/education

2. On-scene peer support
3. Defusing's
4. Debriefings
5. Follow-up calls and references

D. Timely access to the team is crucial to meaningful intervention for the affected personnel.

6. Any member of the department recognizing that one or more employees are/were involved in a potential critical incident shall immediately inform the on-duty commanding officer.
7. If there is no commanding officer available, the officer can contact the Emergency Dispatch Center (EDC), who will in turn contact the MRVC CISM team for them. The officer can also contact the CISM team directly through the social worker on duty at the Emergency Department, as well.
8. The commanding officer will contact the CISM team through the social worker on duty in the Emergency Department.
9. If contact is not immediately made, the reporting officer will leave his/her name and information on how to re-contact them when the CISM team member gets to a phone.
10. The CISM team member will gather basic information and arrange for proper intervention, if necessary. The reporting officer will assist the CISM team member in setting up a location, time, etc.

a. All involved employees will be <u>required</u> to attend any debriefing, if held. Involved means any employee on scene or assigned to assist in anyway, even if his/her role was minimal. This could include non-sworn employees.

b. Overtime pay will be authorized for employees who participate in the debriefing process off-duty.

c. Exceptions can be made by the supervisor setting up the debriefing (for example, if an employee is scheduled for vacation). If an employee is excused, the supervisor will make sure the employee receives debriefing upon return to work.

E. Village of Holmen Employee Assistance Program (EAP)

1. 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.

2. The Village of Holmen provides all personnel with access to employee assistance services to help them preempt, mitigate, or resolve personal difficulties. The procedures for this program are contained in the Village Personnel Manual.

Shane Collins
Police Chief

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

Initial 04/05/2016