



GENERAL ORDER



SUBJECT	SERIES	NUMBER	EFFECTIVE DATE
Metropolitan Police Employee Assistance Program (MPEAP)	201	28	March 27, 1990
			DISTRIBUTION
			A
			ORIGINATING UNIT
			PRD

The purpose of this order is to establish the policy and outline procedures for participation in the Metropolitan Police Employee Assistance Program. The Metropolitan Police Department and the Fraternal Order of Police MPD Labor Committee have jointly developed and implemented a revised Employee Assistance Program that shall be known as "MPEAP." Based on provisions set forth in the current labor agreement, the program shall function in a manner agreeable to the department and the FOP. This order consists of the following parts:

PART I Responsibilities and Procedures for Members of the Department

- A. Policy.
- B. General.
- C. MPEAP.
- D. Responsibility of Employees.
- E. Post-Shooting Trauma Group.

PART II Responsibilities and Procedures for Special Assignment Personnel

- A. Peer Counselors.
- B. Crisis Intervention Team.
- C. MPEAP Co-directors.

PART III Responsibilities and Procedures for Supervisory and Command Personnel

- A. Supervisory Personnel.
- B. Commanding Officers.
- C. Director, Police and Fire Clinic.
- D. Director, Communications Division.
- E. Administrative Services Officer.

PART I

A. Policy.

It shall be the policy of this department to provide, through the auspices of MPEAP, available counseling assistance for members of the department, and their families, who fall victim to job stress and personal problems, which may tend to affect their emotional and physical health and their overall job performance.

B. General.

1. The department is concerned with the general welfare as well as the mental and physical health of all members. In order to channel that concern affirmatively, MPEAP shall, as part of its commitment, provide autonomous and confidential counseling assistance to members of the department and their families, without cost.
2. MPEAP will function as an independent organization. In addition to counseling services, the program provides training to peer counselors and supervisory personnel.
3. MPEAP offers constructive counseling in areas of alcohol abuse, post-shooting-related trauma, marital/parental difficulties, financial counseling and other stress-related trauma.
4. Members may avail themselves of the services offered by MPEAP by voluntary request or referral, and shall do so when directly ordered by their commanding officer or the Administrative Services Officer.
5. Any records maintained on members who participate in MPEAP shall be regarded as confidential and shall be protected under District of Columbia and federal regulations.
6. Employee participation shall be considered positive evidence of a member's desire to resolve his/her problem(s), and may serve as a mitigating factor in deciding on appropriate disciplinary action.
7. Participation in MPEAP shall not preclude regular forms of administrative, corrective, or disciplinary action. In situations where such action is deemed appropriate, MPEAP shall not be used in lieu of established disciplinary procedures.
8. Job security and promotional opportunities shall not be jeopardized by employee participation in MPEAP.
9. Members of the department are encouraged to participate as peer counselors in MPEAP, as outlined in Part IIA of this order.
10. The MPEAP mission is to assist members and lend support to all personnel of the department. The assistance and support offered by the program is not solely directed toward employment aspects; the program will also focus on those areas of a member's personal life where help is needed.

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C. Metropolitan Police Employee Assistance Program.

1. The basic support services offered by the MPEAP consist of interviewing, counseling, and referral (when applicable), and may include family members and supervisory personnel.
2. Counselors closely monitor (follow-up) the progress of members as they overcome personal and emotional problems.
3. In addition to the basic support services, MPEAP provides help for members in many areas. Examples of services provided are as follows:
 - a. Structured training seminars for peer counselors and supervisors who encounter problems in the workplace are conducted on a regular basis.
 - b. All participants are initially interviewed. This process enables the counselor to determine the nature of the problem and offer whatever assistance is needed.
 - c. Referral services are provided (e.g., alcohol rehabilitation).
4. When MPEAP encounters, through counseling, a member whose police powers should be revoked, a MPEAP co-director shall immediately notify the member's commanding officer and the Director, Medical Services Division, through the Administrative Services Officer, Administrative Services Bureau.
5. Crisis intervention teams are available on a 24-hour basis. They shall respond, upon notification, to assist and offer emotional support to member(s) involved in performance-of-duty shootings, major disasters, and other serious or crisis situations.
6. MPEAP shall make every effort to assist in the prevention of negative work habits, such as disciplinary problems, absenteeism, tardiness, citizen complaints, etc.

D. Responsibility of Employees.

1. It shall be the responsibility of each employee to personally maintain an acceptable level of efficiency in performing his/her duty to the department.
2. While the department understands that medical and/or personal problems may arise that interfere with job performance, it is incumbent upon each member to make every effort to acquire assistance through supervisory personnel or MPEAP.

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E. Post-Shooting Trauma Group.

Serious incidents such as shootings can generate a high degree of concern and traumatic reaction among involved members of a police department. The Post-Shooting Trauma Group, within MPEAP, has been established to minimize the traumatic reaction resulting from direct or close involvement in shootings and other serious incidents or traumatic events, e.g., sudden and unexpected events causing serious bodily injury or loss of life. Whether job related or a personal life experience, incidents of this nature may tend to adversely affect the member's frame of mind, disposition, or stress level.

1. Members shall report to the Medical Services Division (Clinic), by 0900 hours on the next Clinic business day, for an initial debriefing and evaluation by a Clinic physician when that member finds himself/herself:

- a. Directly involved in the fatal or serious wounding of another;
- b. A victim, in that he/she is wounded or fired upon; or
- c. A direct witness to the fatal or serious wounding of a suspect or another police officer.

2. Members who are injured and/or confined to a hospital or their place of residence or who are unable to respond to the Clinic because of police-related business, e.g., court appearances or giving statements to investigators concerning their involvement in the incident, etc., shall:

- a. Notify his/her commanding officer; and
- b. Contact the Liaison Officer at the Clinic, and arrange to re-schedule the initial debriefing as soon as possible.

3. As indicated in Part IE1 above, the member shall be evaluated by a Clinic physician. Once evaluated, the member shall:

- a. Follow the directions of Clinic personnel;
- b. Arrange to attend a mandatory follow-up session with a MPEAP counselor within three days (72 hours) of the shooting or serious incident, as described in Part IIB1 of this order; and
- c. Attend a minimum of six (6) Post-Shooting Trauma Group sessions as scheduled by the MPEAP counselors.

PART II

A. Peer Counselors.

1. Peer counseling is considered to be one of the most valuable tools in any effective employee assistance program. For this reason, it has been endorsed by MPEAP.

2. Positions as peer counselors shall be announced based on availability. Qualification requirements, as well as application and selection procedures, shall be outlined in the announcement.

3. Members selected to serve as peer counselors shall:

- a. Serve voluntarily; and
- b. Receive peer counselor training through MPEAP. Previous counseling experience is not required.

B. Crisis Intervention Team.

1. MPEAP shall arrange for emergency response of their Crisis Intervention Team to crisis situations, such as:

- a. Sudden and unexpected events,
- b. Serious shooting incidents, and
- c. Barricade or hostage situations.

2. The Crisis Intervention Team responds on a 24-hour basis when notified of serious incidents.

3. Once on the scene, the team shall:

- a. Contact the official in charge;
- b. Identify themselves and state their reason for responding;
- c. Assist and lend support to members on the scene who may need their services; and
- d. Utilize MPEAP follow-up procedures.

C. MPEAP Co-director(s).

1. MPEAP co-directors shall be responsible for all phases of the program and shall act as liaison between MPEAP and the department.

2. The co-directors shall consist of two uniformed members of the department: one representative of MPD management and one representative of the MPD Labor Committee.

3. In addition, they shall:

- a. Research and maintain current information on public and private organizations that can provide the appropriate beneficial assistance to the program and its participants;
- b. Institute frequent training programs for supervisors and participating counselors;
- c. Provide information on the program to department personnel;
- d. Serve as arbitrator between members, supervisors, and the counseling source, whenever necessary; and
- e. Submit a quarterly report to the Administrative Services Officer on the status of the program, outlining the following:
 - (1) Statistical information/data,
 - (2) Serious problems within the program, and
 - (3) Goals and accomplishments.

PART III

A. Supervisory Personnel.

Supervisory personnel shall:

1. Monitor the performance of members assigned to their command, watching for symptoms of stress that may be reflected in chronic:

- a. Absenteeism,
- b. Tardiness,

- c. Disciplinary problems, and
- d. Citizen Complaints;

2. Document specific instances of negative work habits and behavioral changes or failure on the part of the member to meet minimum performance standards;

3. Counsel employees, and in an advisory capacity recommend the services offered by MPEAP, if the problem(s) is thought to be of a personal nature or stress related;

4. Refer members of their element to MPEAP in those instances where they personally detect a negative situation developing, or when a particular problem is called to their attention, either by the member or others, that indicates the services offered by MPEAP would help to resolve the problem; and

5. Apprise commanding officers of situations involving personnel that, if not addressed, could have an adverse affect on the department/element and should be brought to his/her attention.

B. Commanding Officers.

Commanding officers shall:

1. Ensure that officials of their command adhere to the provisions set forth in General Order No. 1202.4 (Revocation of Police Powers) when placing members in other than full duty status;

2. Order members of their command to the Police and Fire Clinic for evaluation, when he/she determines that the member's police powers should be revoked (for reasons such as alcohol or emotional problems that affect the member's performance of duty); and when necessary, confer with MPEAP co-directors to seek advice on handling problems of this nature, as a means for offering available assistance to members in upgrading their performance;

3. Ensure that the Director, Police and Fire Clinic, is notified prior to 0900 hours on the next Clinic business day, whenever members of their command are involved in shooting incidents. The names of involved members and a brief account of their involvement shall be provided.

C. Director, Police and Fire Clinic.

The Director, Police and Fire Clinic, shall:

1. Advise all physicians assigned to the Clinic of MPEAP services, and encourage physician referral to the program as alternative treatment; and

2. Comply with the requirements of General Orders No. 1001.1 (Policy and Procedures for Members When Utilizing The Services of The Police and Fire Clinic) and 1001.2 (Optional Sick Leave Program), whenever applicable.

D. Director, Communications Division.

The Director, Communications Division, shall:

1. Direct Watch Commanders to notify, or cause to be notified, MPEAP via pager, whenever incidents of a serious or critical nature occur (e.g., serious shootings, sudden or unexpected events, etc.); and

2. Direct Watch Commanders to notify, or cause to be notified, the physician on call from the Clinic, when there is a need for the emergency response of a physician from the Clinic.

E. Administrative Services Officer.

The Administrative Services Officer shall:

1. Conduct periodic briefing sessions with MPEAP co-directors in an effort to assess the effectiveness of the program; and

2. Submit a quarterly report to the Chief of Police concerning the status of MPEAP, outlining the goals and accomplishments, serious problems, and statistical data.


Isaac Fulwood, Jr.
Chief of Police

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